

Saba Ali Zain

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Objective

Seeking an entry level position in a dynamic organization with the aim to contribute towards organizational success and develop a career in public practice by enhancing ethical and competency standards in client services, to perform consistently and meet organization's expectations and being considered for opportunities of professional development.

Personal Detail:

Husband's Name	Ali Zain
D.O.B	4 th January 1987
Marital Status	Married
Religion	Islam
CNIC	42201-8178718-0
Nationality	Pakistani
Gender	Female

Current Status:

Course - Cloud Applied Generative Artificial Intelligence (Governor Sindh Initiative).

Date: Course started in 2024 - Present

Completed first two quarters of an AI-focused IT Course under a prestigious opportunity provided by the Governor House.

- ❖ **Quarter 1** - Focused on learning Typescript, gaining hands-on experience with coding and development.
- ❖ **Quarter 2** - Transitioned to Next.JS, learning front-end development techniques and building dynamic, responsive websites.

My Skills:

- **Typescript** - Skilled in Typescript for building scalable and maintainable web applications.
- **HTML** - Skilled in writing semantic and accessible HTML, ensuring optimal SEO and user experience.
- **CSS** - Skilled in using CSS to create responsive, visually appealing web designs with a focus on layout and styling.
- **Tailwind CSS** - Proficient in using this utility-first framework to design responsive and custom user interfaces efficiently by applying predefined utility classes, ensuring flexible and scalable web designs.
- **Next.JS** - Skilled in creating dynamic, SEO-friendly pages, managing API and optimizing applications.

Presentation Link

<https://github.com/SabaZain/next.js-presentation.git>

Projects And Hackathon:

- ❖ **Quarter 1** - Worked on Typescript assignments and built small projects, compiling them into a Portfolio.

Portfolio Link <https://portfoliowebsite-htmlcss.vercel.app/>

- ❖ **Quarter 2** - Developed small web projects using CSS, Tailwind CSS and Next.JS, focusing on front-end development and creating dynamic, responsive websites.

Portfolio Link <https://nextjs-myportfolio-lake.vercel.app/>

Hackathon: Participated in Hackathon Projects, showcasing innovative solutions and practical applications of technologies learned.

Project 1 Link - Resume Builder <https://milestone5uniqueurlbysaba.vercel.app/>

Project 2 Link - E-Commerce Marketplace Website <https://api-and-sanity.vercel.app/>

Business Pitch Deck <https://github.com/SabaZain/businesspitchdeck-presentation.git>

Work Experience:

- ❖ **Worked as Scholarship Officer** in Scholarship Department - Central Support Service Office Aga Khan Education Service, Pakistan from 8th March 2022 to 1st December 2022.

Job Task

- Handle the scholarship cycles which include marketing and launching of the scholarship programs, processing application forms, preparing student profiles for interviews, conducting pre-interview processes, managing interviews, preparing post interview report, and so on.
- Attend scholarship interviews and take notes.
- Respond to students' queries via email, phone and in-person.
- Prepare acceptance / sanction/regret/renewal letters.
- Track and update the alumni database.
- Identify universities for assessment.
- Assess universities via different mediums.
- Keep scholarship recipients and alumni data up to date in the Educational Assistance Software.
- Develop/review AKES Scholarship policies and procedures.

- ❖ **Worked as Administrative Officer/Accounts Officer** in **The Smart School** Garden EastCampus (The Project Of City School) from 1st Feb 2015 to 28th Feb 2022.

Job Task

- Welcoming guests, visitors and parents with profound show of dignity and poise.
- Manage the official and administrative proceedings.
- Looks after the official aspect of admission including issuing of forms, recording of data on excel and enlisting his name in the necessary document.
- Guides parents & students to undergo official formalities of different types.
- Attending to telephonic calls and channelizing the gathered information, according to needs and requirements.

- ❖ Worked as **MIS CO-Ordinator** (Consumer Assets) in **NIB Bank Ltd** from 1st Oct 2013 to April 2014
- ❖ Worked as **Internee (Finance Department)** in **Pakistan National Shipping Corporation** from May 2012 to June 2012

Jobs Task:

- ❖ Communicates regionally (North,South,Central) with members of sales team to achieve monthllysales targets
- ❖ Resolves all complex inquiries
- ❖ Perform different kinds of administrative functions essential for everyday operation
- ❖ Receives documents from all three regions, work on them, file and forward it to other departmentto issue purchase order
- ❖ Planning and Budgeting
- ❖ Accounts Book and Record keeping
- ❖ Petty cash management
- ❖ Use of SES System

Scholastic:

Year	Institution	Qualification	Grade/CGPA
2012	Mohammad Ali Jinnah University, Karachi	MBA (Finance)	3.85 CGPA
2009	University Of Karachi	BCOM	1 ST Division (60 %+)
2006	Nazareth Girls College, Hyderabad	HSC	B Grade
2004	County Cambridge School, Hyderabad	SSC	A+ Grade

Trainings, Thesis & Projects:

- ❖ Training program of Executive Persona
- ❖ Workshop **Ring The Mind** organized by X-treme Event Executives
- ❖ Term report on analysis of financial statement of **SAAZGAR ENGINEERING WORKS LTD**
- ❖ Term report on strategic management analysis of**Engro Foods Ltd**
- ❖ Term report on marketing research **Consumer Behavior Towards Tapal**

Computer Skills:

- ❖ MS Office
- ❖ MS Excel
- ❖ Peach Tree & Tally
- ❖ Internet & Emails

Extra Curricular Activities:

- ❖ Playing badminton
- ❖ Internet surfing

References:

Furnished upon Request.