

Saba Ali Zain

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Nasserwanji Road Garden East, Karachi
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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

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 East Campus (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 monthly sales 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 department to 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
- ❖ Reading books
- ❖ Internet surfing

References:

Furnished upon Request.