

# Zunaira Nasir

Fatima Fertilizer Company Limited, Sadiqabad, Distt. Rahim Yar Khan  
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## EDUCATION

<b>Ghulam Ishaq Khan Institute of Engineering Science and Technology</b> <i>Bachelor of Management Sciences</i>	<b>Topi, Swabi</b> 2020 - Present
<b>Fatima Fertilizer School</b> <i>Advanced Levels</i>	<b>Sadiqabad, Rahim Yar Khan</b> 2018 - 2020

**• CGPA:** 3.66 / 4.0  
**• Relevant Coursework:** Accounting, Marketing Management, Psychology, Econometrics

**• Grades:** 3 A\*

**• Relevant Coursework:** Physics, Chemistry, Mathematics

## WORK EXPERIENCE

<b>FAUJI FERTILIZER COMPANY</b> <i>Human Resource Intern</i>	June 2022 – August 2022
<ul style="list-style-type: none"><li>Assisted in updating and maintaining employee files to stay in compliance with laws using SAP</li><li>Assessed employee leave system, EOBI and internal and external audit policy of 2 departments</li><li>Presented research and trends weekly to Senior Executives for future process implementation</li></ul>	

## LEADERSHIP EXPERIENCE

<b>GIK Debate Team</b> <i>Junior Debater</i>	May 2022 – Present
<ul style="list-style-type: none"><li>Led discussion on relevant global topics as Editor in Chief for Weekly News Roundups</li><li>Delivered arguments to judges at Habib International and KEMU Debating Championship</li><li>Questioned and cross-examined <b>2</b> opposing teams throughout the course of debates</li></ul>	
<b>AIESEC</b> <i>Vice President Finance and Legal</i>	Feb 2022 – Jan 2023

**• Directed a team of **7** individuals to streamline the processes of the local committee**

**• Prepared a budget of **PKR 282,000** and ensured executed variance within **10%****

**• Improved financial standards compliance and compendium education of local committee to **90%****

<i>Team Leader Marketing</i>	Nov 2021 – Jan 2022
<ul style="list-style-type: none"><li>Developed a team of <b>3</b> individuals that fosters innovative ideas</li><li>Executed a successful recruitment marketing campaign by attracting <b>150+</b> applicants</li><li>Monitored and reported the monthly insights on consumer sensing to vice president</li></ul>	

<i>Entity Finance Board Data and Content Director</i>	Aug 2021 – Jan 2022
<ul style="list-style-type: none"><li>Initiated campaigns that increased the followers base and generated monthly impact reports</li><li>Improved accuracy of the data and accounting reports by <b>20%</b></li><li>Designed weekly education material to downscale knowledge of new accounting software, Odoo</li></ul>	

## SKILLS, ACTIVITIES & INTERESTS

**Technical Skills:** Photoshop, Data Studio

**Certifications & Training:** Pakistan Tennis Federation Training, Business Course by Nigel Lockett

**Activities:** Naqsh Arts Society, Team Invictus, Literary and Debating Society

**Interests:** Painting, Swimming, Guitar