

SIJAL ZAHRA

PROFILE

I am diligently eager to learn, develop and contribute in my line of work. Being a newbie into professionalism, I'm seeking an opportunity where I can make the best of my potential and provide to the organization's growth.

CONTACT

PHONE:
+923101492125

EMAIL:
syedasijalzahra@gmail.com

SKILLS:

Fluent in Urdu & English
High Communication
MS Office
Basic knowledge of C++ and SQL
Negotiation
Content Writing
Data Entry

WORK EXPERIENCE

Sourcing & Procurement Assistant (Internship) UTNU ENTERPRISES (PVT.) LTD.

May 2020- October 2020

- Created group correspondences and data for gatherings.
- Effectively paid attention to clients, dealt with worries rapidly and raised significant issues to manager.
- Staying in contact with various suppliers.
- Examined daily basis of quotations received.

Business Development Executive

Brandbeat Advertising and Communications April 2020 – January 2021

- Evaluated product satisfaction levels with established customers.
- Consolidated communication with external lead sources and potential prospects for early sales.
- Engaging in problem-solving activities to support teamwork.
- Improved business development and sales program.

EDUCATION

Bachelors in Computer Science

University of Management and Technology - Lahore
2020 – present

University Projects:

Bank Management System – OOP (2nd Semester)
Dairyfarm Management System – DBS (4th Semester)

Intermediate in Sciences

Fsc Pre-Engineering
Defence Degree College for Women - Lahore
2019- 2020

Matriculation in Sciences

Unique High School for Girls – Lahore
2017-2018