

# HAMNAH LATEEF

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Lahore, Pakistan



## EXPERIENCE

### Business Development Executive

#### Gutech International LLC

April 2023 - Present

Lahore, Pakistan

- Lead prospecting and generation
- Generated leads through various channels such as cold calling, networking, referrals, online research and LinkedIn sales navigator
- Tracked and analyzed business development activities, sales performance, and KPIs
- Regular reports and presentations to communicate progress, achievements, and challenges to management team
- Market research and analysis to identify potential markets, industries, and customer segments
- Profile bidding

### HR Intern

#### PEL (Pak Elektron Limited)

July 2022 – August 2022

Lahore, Pakistan

- Talent Acquisition
- Informing Job applicants of job duties, responsibilities, benefits, and schedules
- Proofread HR documents
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Handled LinkedIn page of PEL and created content on Canva

### HR Intern

#### Ibrahim Fibres

August 2021 – September 2021

Lahore, Pakistan

- Recruitment and Selection.
- Prepared Word, PowerPoint, and Excel documents.
- Proofread HR documents.
- Maintained payroll data, including leaves and working hours.

### Digital Marketing Intern

#### Even tech Digital Agency

September 2021-October 2021

Lahore, Pakistan

- Supported digital marketing team.
- Assisted with social media campaigns.
- Complete other administrative tasks as needed.
- Learned beginner-level graphic designing.

### Intern

#### Evolution Magazine

June 2021– July 2021

Lahore, Pakistan

- Content Writing.

## EDUCATION

### Bachelors of Business Administration (HRM) ,CGPA:3.63

#### Forman Christian College

2019-2023

### Intermediate: Fsc(Pre-medical ,with 78.9%

#### Punjab Group of College

2016-2018

### Matric,with 93.5%

#### Fauji Foundation Model School

2014-2016

## AWARDS AND RECOGNITION

Excel skills for business essentials  
Macquarie University, Coursera,2021

Foundation of Project Management  
Google, Coursera,2021

Certificate of Appreciation and Scholarship  
Civil Aviation Authority,2016

## STRENGTHS

Hard-working Eye for detail Networking  
Creative Resourceful Confidence

## PROJECTS

HR Department Analysis of VIVO Mobile.

HR Resource Practice in Top Solutions.

Project on Financial Analysis of 5 companies of textile Industry namely Hira, Nishat, Shams, and Crescent and Din textiles