



# MUAZZAM ALI MALIK

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Wah Cantt, Pakistan

## SUMMARY

Highly committed and talented Event Coordinator in various events such as sports, seminars and workshops, and a sociable and passionate team player with strong Time management and organization skills.

## LANGUAGES

English, Urdu, Punjabi

## SKILLS

- Communication skills
- Team Management
- Decision Making
- Cultural awareness
- Workflow Planning
- Relationship Development
- Problem Solving ability

## HARD SKILLS

EvIEWS, Word, Excel, PowerPoint  
Photoshop (Intermediate level)  
Light room (Intermediate level)

## EDUCATION

🎓 **University Of Wah**, (BBA with specialization in Finance)

Class of 2018 - 2022

CGPA: 3.55

**Sir Syed College Campus IX**

🎓 Class of 2016 - 2018

**F.G Boys High School No 1**

🎓 Class of 2008 - 2016

## WORK EXPERIENCE

💼 **SUMMIT BANK (Internship)**

JULY,2022 - AUG,2022

My tasks during internship is

- To open new accounts
- To guide customers about different policies
- To create drafts for different customers

💼 **ADAM JEE INSURANCE**, Sales agent (Internship)

JULY,2021 - SEPT, 2021

My tasks during internship is

- To explain various insurance policies and products to potential and existing clients; guides clients in selecting coverage to best meet their needs.
- Suggests modifications and updates to clients existing insurance policies.
- Builds customized insurance policies and packages to meet client's needs.
- Maintains print and electronic records and files as required. Performs related duties as assigned.

## EXPERIENCES IN EVENTS

- Electro Music Festival 9<sup>th</sup> Jan 2020 as Team Supervisor.
- Work as a Tourist Organizer with Grizzly Adventure from 2020 – 2022.
- Pakistan Sport Olympiad Dec 2020 as a Team Staff.
- Hult Prize 2022 as a Team Staff with Hitec University.
- Sir Syed Sport Olympiad 2017 as a Team Leader with Sir Syed Society.
- New City Auto show As a Team Staff with New City Authorities.
- Magnovita Event 2018 in university of Wah as a participant.
- Extravaganza Event in UOW as a Team supervisor.
- Entrepreneurial Week in UOW as a Team Staff.

## CERTIFICATES

- Commendation Certificate in Olympiad Dec 23, 2017.
- Best Sir Syed Society Club Participant from 2016 - 2017.
- Participant in the workshop on Financial Statement Analysis 05 July, 2022.
- Participant in the Workshop on Applied Time Series Finance with Eviews 06 Jul, 2022.
- Best Event Organizer on Entrepreneurial Week in UOW 21<sup>th</sup> - 28<sup>th</sup> January.

## REFERENCE

Will be furnished on request