

Zunaira Nasir

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

Ghulam Ishaq Khan Institute of Engineering Science and Technology **Topi, Swabi**
Bachelor of Management Sciences 2020 - Present

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

Fatima Fertilizer School **Sadiqabad, Rahim Yar Khan**
Advanced Levels 2018 - 2020

- **Grades:** 3 A*
- **Relevant Coursework:** Physics, Chemistry, Mathematics

WORK EXPERIENCE

FAUJI FERTILIZER COMPANY

Human Resource Intern June 2022 – August 2022

- Assisted in updating and maintaining employee files to stay in compliance with laws using SAP
- Assessed employee leave system, EOBI and internal and external audit policy of 2 departments
- Presented research and trends weekly to Senior Executives for future process implementation

LEADERSHIP EXPERIENCE

GIK Debate Team

Junior Debater May 2022 – Present

- Led discussion on relevant global topics as Editor in Chief for Weekly News Roundups
- Delivered arguments to judges at Habib International and KEMU Debating Championship
- Questioned and cross-examined 2 opposing teams throughout the course of debates

AIESEC

Vice President Finance and Legal 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%**

Team Leader Marketing Nov 2021 – Jan 2022

- Developed a team of 3 individuals that fosters innovative ideas
- Executed a successful recruitment marketing campaign by attracting **150+** applicants
- Monitored and reported the monthly insights on consumer sensing to vice president

Entity Finance Board Data and Content Director Aug 2021 – Jan 2022

- Initiated campaigns that increased the followers base and generated monthly impact reports
- Improved accuracy of the data and accounting reports by **20%**
- Designed weekly education material to downscale knowledge of new accounting software, Odoo

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