



MUAZZAM ALI MALIK

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+92-308-0900090
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 explains 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 9th 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 21th - 28th January.

REFERENCE

Will be furnished on request