

# Aimen Nadeem

## About Me

Skilled multitasker with superior work ethic and good teamwork, problem-solving and organizational skills. Reliable and dedicated team player with hardworking and resourceful approach. Organized and dependable candidate with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## Expertise Skill

- Management skills
- Creativity
- Teamwork oriented
- Negotiation
- Critical thinking
- Leadership

## Digital Skill

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

## Contact details

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 aimennadeem004@gmail.com

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## Education

- 2022-Continue  
MBA  
National University of Science and Technology, Islamabad
- 2016-2020  
BBA  
Arid Agriculture University, Gujrat
- 2014-2016  
HSSC  
Fatima Jinnah College for women, Gujrat
- 2012-2014  
SSC  
Dar-e-arqam Model High School, Gujrat

## Work Experience

- Intern  
National Bank of Pakistan  
Aug 2018 - Oct 2018 | Gujrat
  - Completed research, compiled data, updated spreadsheets, and produced timely reports.
  - Interacted with customers by phone, email, or in-person to provide information.
  - Sorted and organized files, spreadsheets, and reports.
  - Analyzed problems and worked with teams to develop solutions.

## Honors & Awards

- Silver Medalist

Arid Agriculture University,  
Rawalpindi  
8 Dec 2021