**ANJUM RABBANI SHEIKH**

**Agriculture Engineer (PEC Registration # AGRI/883)**

**CA Articles (ICAP)**

House # 375, Block B

Central Park Housing Society

Ferozepur Road, Lahore

Cell # 0322-4022334

Email: rabbani.anjum@gmail.com

**professional profile**

I am looking forward to an experience oriented job in a progressive organization that puts forward challenges and provides opportunities to help me apply my abilities and work experience as professional person that can contribute towards the growth of the company through active professional presence.

**Academic Qualification**

CA Articles (ICAP) 1997

B. Sc. Agricultural Engineering 1988

F. Sc. 1981

Matric 1978

**Skills**

* Professional Writing & Communication (English & Urdu)
* Management & Supervision
* Microsoft Word, Excel, Power point

**Experience Profile**

**Nashuatec Center** [**www.nashuatec.biz**](http://www.nashuatec.biz) **April 1, 2016 to date**

**My present job responsibilities are as under:**

* Interaction, coordination and official correspondence with clients through emails / letters / telephone or visits.
* Monitoring all departments as senior manager including their performance and problems.
* Updating clients regarding ongoing projects and complaints on regular basis.
* Collecting information and maintaining updates regarding Work in progress on daily basis.
* Admin related supervision including daily office activities.
* Preparing case studies of completed projects for circulation at International level.
* Preparing Service Level Agreements and Annual Maintenance Contracts.

**Digital Links March 1, 2006 to March 31, 2016**

**Insaan Foundation April 2002 to December 2005**

**Democratic Commission for Human Development June 1997 to December 2001**

**Agriculture Department Punjab April 1988 to December 1991**

**Articles Completed**

**Mansha Mohsin Dossani Khan & Co. (Charted Accountants) 1992-1997**

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| **personal profile**  Date of Birth July 31, 1962  Marital Status Married  Nationality Pakistani  Religion Islam  CNIC 35201-1356258-9  **reference**  **shall** be furnished if required. |
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