

# CV/RESUME

QURAT-UL-AIN NAEEM

# Summary

I Qurat-ul-ain as a graduate with specialization in Human Resource Management eager to embark on a fulfilling career journey. I am enthusiastic about the opportunity to join as a employee. I am eager to learn and grow while embracing new challenges and opportunities for my development with a keen interest in excel data management, I bring a protective and positive attitude

## Education

### UNIVERSITY OF PUNJAB, HAILEY COLLEGE OF COMMERCE, LAHORE

B.Com hons (4 years) 2019-2023  
CGPA: 3.07  
Percentage: 75%, Grade: **B<sup>+</sup>**

#### INTERMEDIATE:

F.S.c Pre-Engineering 2017-2019  
Marks: 810/1100  
Percentage: 75.72% Grade/Division: **B<sup>+</sup>**

#### MATERICULATION:

Matriculation- Science 2015 -2017  
Marks: 926/1100  
Percentage: 88.67% Grade/Division: **A<sup>+</sup>**

#### Specialization:

##### Human Resource Managment

I did my specialization in Human Resource Management with academic knowledge in key HR functions such as recruiting, performance management and employee relations. Studied core HRM concepts through coursework and independent treading during my academic years. Eager to begin a career in HR and contribute to a professional work environment with dedication, a willingness to learn, and strong interpersonal skills.

#### Interests:

Banking & Finance Services  
Personal Development  
Reading business/finance

#### Technical Skills

- Microsoft Power Point
- Microsoft Excel

#### Certification:

Internship certification – United Bank Limited

#### Internship Experience:

Intern - Operation and sales department.  
Duration: Jun20-July31, 2022)  
Gained experience in operation and sales department.  
Learned account opening procedures and understood various types of bank accounts.  
Observed cheque processing and cheque returning mechanisims.

Name: Quratulain Naeem

 : +92 309 4974255

 : ainynaeem0@mail.com

Address: MuslimTown, Lahore, Pakistan

## Skills

- Basic accounting knowledge
- Understanding of HR Principle
- Willingness to learn and adopt
- Active listening
- Creativity

## Languages

- English (intermediate)
- Urdu (fluent)

## Hobbies

- Painting
- Reading books
- Watching movies
- Cooking
- Playing games