

# Saba Majid

Phone: +92 – 345 – 663 – 6125, +92-321-428-4438

Email: saba10majid@yahoo.com

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## Curriculum Vitae:

### SUMMARY

- Graduate with a **Master's Degree in Business Administration, specializing in Finance.**
- **Certificate** for participating in an event as presenter of research paper.
- **Member** of the **business organization society in UOS.**
- Results-oriented individual with ability to **prioritize responsibilities** to meet **deadlines.**
- Excellent **analytical** and **communication** skills and business acumen.
- Good enough in administrative areas, managing the workload, disciplined and self motivated.

### PROFESSIONAL EXPERIENCE

- Got APPOINTED as a Branch Manager at AMERICAN LYCEUM
- 1.5 years in Allied Schools as Coordinator in Academics, Operations, Examination, and Management.
- Teaching in Allied schools.
- Teaching Experience in sun shine academy.
- Workshops of stock market and leverage.

### INTERNSHIP

**MCB**, Gujranwala, Pakistan

**Jul. 2013 – Sep. 2013**

#### *Internee*

- Worked in Clearance, Remittance, and Compliance Department.
- Worked in Account Opening Department
- Maintain new cheque books.
- Maintain ATM cards.
- Accounts Balance Information.

### ACADEMIC QUALIFICATIONS

- **Masters in Business Administration (3.5Y) 1<sup>st</sup> Div 2010 - 2014**  
University of Sargodha, Sargodha (Majors in Finance, CGPA 3.05)
- **Bachelors in Commerce 1<sup>st</sup> Div 2008 - 2010**  
Punjab College of Commerce, Gujranwala (Scored 69% Marks)
- **I.com 1<sup>st</sup> Div 2006 - 2008**  
Punjab College of commerce Gujranwala (Achieved 78% marks)

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## **MAJOR COURSES**

- Stock Market Efficiency
- Seminar in finance
- Marketing

## **PROJECTS & RESEARCH WORK**

- Investment Decision.
- Stock Exchange Investment & Marketing.
- Cost Account Settlement.
- Calendar Effect on stock market return; a research report based on Karachi Stock Exchange's results.
- Impact of leverage on Profitability.

## **SEMINARS/WORKSHOP/TRAINING ATTENDED**

- Seminar in Finance.
- Seminar in Research.
- Seminar in Islamabad Stock Exchange.

## **IT PROFICIENCY**

- Microsoft Office 2007 especially MS Word, MS Excel, MS PowerPoint.
- Statistical Program for Social Sciences (SPSS 17)
- E.views for data interpretation and analysis.

## **PROFESSIONAL SKILLS**

- Communication Skills (good Communicator and Presenter, Socializing)
- Interpersonal Skills (Human Skills, Stress Management, Charismatic Personality)
- Project Management (Planning, Time Management and Decision Making)

## **Hobbies**

- Reading, Music, Movies, Social Media.

## **REFERENCES**

- Available as required.
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