

RAMNA IFTIKHAR AHMAD

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PERSONAL INFORMATION

Father Name: Iftikhar Ahmad
DOB: June 20, 1992
Nationality: Pakistani
Domicile: Punjab, Lahore
Language: Urdu, English
Marital Status: single

PROFESSIONAL TRAININGS

- Personal Leadership Training
- Talent Acquisition Training
- NIP up Skill Your Services
- Career Counseling Training
- Career Management workshop

COMPUTER SKILLS

- MS Word
- Excel
- Powerpoint
- Internet Surfing (Email, canva Experties)

HOBBIES

- Reading books, novels
- Playing bedminton
- Painting

CAREER OBJECTIVE:

To Add Value In the Organization Through Flawless Execution of Challenging Ideas While Working in a Professional Stimulating and Learning Environment.

EDUCATION:

- National University of Modern Languages Lahore, Management Sciences, MBA(3.5), 2016.
- Punjab University Lahore, Commerce, B.Com, 2012.
- B.I.S.E Lahore, Commerce, I.Com, 2010.
- B.I.S.E Lahore, Science, Matric, 2008.

EXPERIENCE:

1 Year Working Experience in PTCL as an NIP (Intern).

Activities:

Managed and Organized Employees Engagement Initiatives

Payroll and Attendance Management of Lower Staff

Newsletters and Dossiers for Internal Communication and Interviews

Talent Review Profile for Job Rotation

Conducted Interviews For TPI's and CPI's

MAJOR PROJECT:

Lateral Thinking Training Program

REFERENCE:

Will be Furnish On Demand