



Maha Nadeem

HR Executive / HR Officer / Human Resource Officer

Contact Info

03421658585

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115-C, DHA PHASE XII (EME), Lahore
Lahore, Pakistan

Highly analytical and process-oriented data analyst with in-depth knowledge in mathematics, statistics and computer programming. Understanding of business operations and knowledge of business intelligence tools for effective analyses of data. Skilled in creating complex spreadsheets and successfully interpreting data in order to draw conclusions from them. Good interpersonal skills and effective management techniques with an ability to perform well in teams as well as individually in order to obtain maximum results.

Strengths & Skills

- ✓ Access
- ✓ Business Intelligence
- ✓ Data Modelling
- ✓ English (Advanced)
- ✓ Interpersonal skills
- ✓ MS Office (Word)
- ✓ Programming (C++)
- ✓ Result Oriented
- ✓ Visual Basic
- ✓ Advanced Math
- ✓ Collaboration
- ✓ Data Segmentation
- ✓ Excel
- ✓ Language skills
- ✓ Positive Attitude
- ✓ Quantitative Research
- ✓ Statistical Analysis
- ✓ Work Ethic
- ✓ Algorithms
- ✓ Creative Problem Solving
- ✓ Data skills
- ✓ Impact focused
- ✓ Macro Design and Optimization
- ✓ PowerPoint
- ✓ R
- ✓ Urdu (Native)

Academics

Title	Institute	Score	Date
MSc in Mathematics	University of the Punjab, Pakistan, Lahore	70%	2019
BSc in Mathematics	University of the Punjab, Pakistan,	84%	2016
Diploma in Accounting and Business			2013
Intermediate in Computer Science (ICS)	Pakistan International School Jeddah, Saudi Arabia,	73%	2012

Certifications

Title	Authority	Date
Project Management 84861289fd5f4c208ff66c41488c1004		
Analytical Edge d94e871b72fb48adab977d374c4232b1		
Diploma in Accounting		

Experience Fresh

Company	Designation	Duration	
Gharnatha International School, Jeddah	HR & Admin Officer	Oct 2013 - Feb 2014	4 months
Gharnatha International School, Jeddah	Teacher / Maths Teacher / Subject Specialist	Sep 2012 - Apr 2014	1.6 years

Work History

Gharnatha International School, Jeddah	Oct 2013 - Feb 2014 (4 months)
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HR & Admin Officer	Jeddah, Saudi Arabia
My actual post was Maths teacher in Gharnatha school but when the admin officer left the job suddenly, I was assigned to the HR&Admin office for a while. I do have an A little experience in this field	

Teacher / Maths Teacher / Subject Specialist

Jeddah, Saudi Arabia

Industries

- Distribution and Logistics
- Operations
- Logistics
- Human resource

Functional Areas

- Human Resources
- Distribution & Logistics
- Operations

Languages

- Urdu - Native
- English - Medium