

Imama Adil

Citizenship: Lahore, Pakistan **Date of Birth:** 08/08/1989

Contact

Mobile 0321-4438023

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ADDRESS	LANGUAGE
Lahore.	Urdu(Native) English(Fluent)
PROFILE	
Objective	I am seeking a position with in your organization.
Personal	I am a proactive, solution focused person possessing good communication skills with interactive personality. I am determined towards my work & I enjoy working in a challenging environment& can work well under stress.
Availability	Immediately

EDUCATION	YEAR	Division/CGPA
BS(Hons) Management Institute of Administrative Sciences(IAS), University of the Punjab(PU)	2007-2011	3.22
Intermediate (FA) Garrison Post Graduate College For Women, Lahore Cantt	2005-2007	1st
Matriculation Garrison Academy For Girls, Lahore Cantt	2005	1st

SKILLS SET	
<ul style="list-style-type: none">Proficient with MS Office toolsReliable & Dependable in meeting the objectivesGood ability to negotiateHardworking, posses good planning, organizing & monitoring abilityStrong Listening abilities	<ul style="list-style-type: none">Excellent Presentations & communication skillsGood Team Leading skillsGood Time Management skills, can exceed to benchmarksGood ability to deliver under stressGood verbal & written English

PROJECTS					
Management Studied Decision making process of Packages Limited	Organization Design & Behavior Studied Recruitment & Selection Process of Packages Limited	Marketing Plan Developed marketing plan of Life Straw	Compensation & Benefit Compared Compensation and Benefits plan of Bata and Service	Training & Development Studied Training & Development process of Habib Bank Limited	Designed a Company Bridanio (Bridal wears for ladies)

WORK EXPERIENCE	TIME PERIOD
The Spirit School Admin Officer	February 2014 – June 2014
Chughtais Lahore Lab Internee in Chughtais Lahore Lab as an HR Officer	April 2013 – June 2013
Siemens Engineering 6 weeks internship in Siemens Engineering <ul style="list-style-type: none">Coordinated Project ManagerStudied how to use SAP softwareStudied their ongoing projects in DHA Rahbar of underground electric system and installation of fire alarm system on Tetra Pack site	July 2010 – August 2010

ACTIVITIES & INTERESTS	
<ul style="list-style-type: none">Participated in Science Exhibition in schoolParticipated in Sports in school and collegeAttended Youth Forum in universityInterested in sportsWatching movies	<ul style="list-style-type: none">Participated in training session in universityWon consolation prize in Stats project in collegeClass RepresentativeTravellingFootball