**Personal Resume**

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| **Cell No.**  009322-4471924  **Mailing Address:**  House # 37, Street # 34, Gulberg Main Market, Lahore.  **CNIC NO.**  35201-5089952-5  **Date of Birth.**  22.08.1994  **Marital Status.**  Single | **ATEEB TARIQ**  **Objective**  To work hard with a dynamic organization that proved an opportunity to contribute my skills and abilities in accomplishing the organization as well as personal goals.  **Academic Qualification & Certification**   * **BBA (Bachelor in Business Administration)**   Global University Lahore.   * **I.com (Intermediate in Commerce)**   Lahore Board.   * **Matriculation**   Lahore Board.  **Experience**   * **SJ Re-Rolling Steel Mill**   HR Executive  (October 2018 – January 2020)   * **Internship** Nishat Hotel & Properties LTD. (February 2018 – April 2018) * **Internship** Royal Palm (June 2018 – July 2018).   **Achievements**   * Winning two times debating competition. * Winner college Table Tenis tournament final as a captain.   **PERSONAL PROFILE**   * Strong troubleshooting and problem solving skills. * A fast learner, able to understand new ideas and concepts quickly. * A team player and leader, capable of integrating with and developing effective workgroups. * Excellent verbal & written communication skills. * Capable of relating well with people. * Like to accept challenges and grab opportunities out of them.   **Other Skills**   * **Computer**   Microsoft Office, Internet Surfing and Research etc.   * **Interpersonal Skills**   Leadership, communication and Presentation skills.   * **Languages**   English and Urdu.   * Managerial and Event Organization Skills   **Extra-Curricular Activities**   * Travelling and Sports. * Social Working. * Debates. * Newspaper reading and social media.   ***ReferenceWill be furnished on demand*** |