**SADAF ARSHAD JAVED**

**House # 194-A, Shahzada Model City,**

**Chunian, District: Kasur**

**Mobile No: 0305-4006691**

**Email: sadaf.arshadjaved@gmail.com**

**Career Objective**

**I want to contribute responsibly in the society with the help of providing my professional and intellectual skills. I am highly motivated to be worked as co-operative team member. Now I am looking for a position in an organization to enhance my professional experience and career development.**

**Summary of Qualification**

* **M. Phil. Commerce and Finance**
* **Masters Degree in Commerce**
* **Ability to deal with different people in the most professional manner regardless of their gender, race and social status**
* **Ability to cope up with Academics along with Co-curricular Activities**
* **Strong organization, management and multi-tasking skills**
* **Superb communication, presentation and interpersonal skills**
* **Excellent ability of self motivation and quick learning**
* **Hard working and responsible professional attitude having sound leadership skills**

**Educational Qualification**

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| --- | --- | --- | --- | --- |
| *Degree/Certificate* | *Year* | *Discipline* | *Institution/Board* | *Marks/CGPA* |
| MS Commerce & Finance | 2015 | Commerce &Finance | Superior UniversityLahore | 3.74/4.00 |
| Master in Commerce | 2013 | Accounting andFinance | Superior UniversityLahore | 3.89/4.00 |
| **Bachelorette in Commerce** | **2010** | **Commerce** | **University of the Punjab** | **1027/1500** |
| **F. Sc. Pre-medical** | **2008** | **Pre-medical** | **BISE Lahore** | **781/1100** |
| **Matriculation** | **2006** | **Science** | **BISE Lahore** | **917/1050** |

**Career Experience**

* **THREE years experience as Lecturer in Commerce at Superior College Pattoki**
* **Worked as an Auditor, at Board of Revenue, Punjab (from Oct, 2014 to Sep, 2015)**
* **Three months internship at NBP Chunian Branch**
* **Experience in teaching of the subjects Audit and Assurance, International Finance, Islamic Banking, Principles of Management, Marketing Management, Marketing Channels and Consumer Behavior at Graduation and Masters level**
* **Research Experience of Thesis at Graduation and Masters level**

**Achievements**

* **Got first prize for Cultural House Presentation and runners up for games as Evening House In-charge at Superior Cultural and Sports Festival**
* **Obtained merit scholarship from Punjab Educational Endowment Fund**
* **Win prize money from university at distinction in final examination**
* **Obtained laptop on meritfrom Shahbaz Sharif Laptop Scheme**

**Computer/Other Skills**

**Diploma in Office Management (DOM), having command onSPSS, Eviews, Peachtree, Quick Book, Event/Tour Planning and Management**

**Major Projects**

* **Worked in Social Action Project for Dengue affected areas**
* **Worked as a Volunteer in Brand Activation Campaign of “Daily Nai Baat Newspaper”**
* **Worked as a Volunteer in PEF project**
* **Attended International Conference on Management Research (ICMR) at Superior University as a participant**
* **Attended Two Days Training Workshop conducted by SMEDA on “How to start a small Business” at Lahore Chamber of Commerce and Industry**

**Co-Curricular Activities**

* **Conducted Mehfil-e-Milaad and Parties as Event Organizer**
* **Performed duties as “Tour In-charge” during Superior Long Tour to Murree**
* **Member of Spiritual Society at University**
* **Member of Bed-Minton and Cricket Team during Sports Festival at University**

**Languages**

* **English, Urdu, Punjabi (Native Language)**

**Personal Information**

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| --- | --- |
| **Father Name** | **Arshad Javed** |
| **CNIC** | **35101-1445806-0** |
| **Date of Birth** | **April 10, 1992** |
| **Domicile** | **Punjab (Kasur)** |
| **Religion** | **H Islam** |

**References**

**Furnished upon request**