**SYEDA ZARA MAZAHIR**

[168- B Mateen Avenue Society, Gondal Chowk, College Road

Township, Lahore | [042 35180930/

03064205819] | [zaramazahir@gmail.com]

**EDUCATION**

[2017.2019] [MBA (Finance)], [CGPA 3.23/4.00] *[Institute of Business Administration (IBA), University of the Punjab, Lahore.]*

[2013.2017] [BBA (Finance)], [CGPA 3.21/4.00] *[Institute of Business*  *Administration (IBA), University of the Punjab, Lahore.]*

[2011.2013] [I.com], [909/1100; 82%, A+] *[Punjab Group of Colleges, Lahore.]*

[2009.2011] [Matriculation], [895/1050; 85%; A+] *[Siqarah Girls High School, Lahore.]*

**Thesis**

|  |  |
| --- | --- |
|  |  |
| [Sep 2019] | Mazahir, Z., & Rehman, Z. (2019). A Quantitative Research to Investigate Relation of Factors Affecting Employee Empowerment on Organizational Performance. MBA Thesis as a course requirement in Institute of Business Administration, University of the Punjab, Lahore. |

# EXPERIENCE

Jobs

[March 19 – Onward] [Teacher, The Educators, Punjab Campus, Lahore].

Online courses

[DEC 18-FEB 19] [E-COMMERCE MANAGEMENT, DigiSkills Training Program]

[DEC 18-FEB 19] [FREELANCING, DigiSkills Training Program]

INTERNSHIP

[JUL-AUG 2016] [WAPDA], *[Pakistan water and power development authority]***.** It was six-week internship training regarding planning, budgeting, financing of power/water projects.

**SKILLS**

# Computer skills

. MS Office, MS Project, Visio, Oracle 9.0.1

Research Skills

· Report writing, Quantitative Research Designs, Data Analysis, SPSS.

Financial Skills

. Financial analysis, costing, SWOT analysis, PESTLE analysis.

# Communication Skills

· Have presentation skills, interviewing skills and report writing. .

# CONFERENCES

|  |  |
| --- | --- |
| [Mar  2017] | [Attended] [1st National Conference on Teaching Sociology in the Muslim World: Challenges and Remedies, 21-22 March 2017]. |
| [Dec 2012] | [Participated] [Workshop on ‘Explore Leader in you’, Institute of  Education and Research, University of the Punjab, Lahore, Pakistan] |
| [Sep 2012] | [Participated] *[4th Pakistan Youth Congress, by Drug-Free Pakistan Foundation at Pearl Continental on behaves of Institute of Applied Psychology, September 1-4, 2012].* |
| [Sep 2012] | [Participated] *[Workshop on ‘Leadership in Action’, Drug-Free Pakistan Foundation at Pearl Continental].* |

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