

# Maryam Khalil

I want to secure a challenging position in a reputed organization with opportunities for growth and career advancement, by the virtue of hard work and proper utilization of my scholastic aptitude and experience.



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📍 MadinaZahidAbuDabi

## WORK EXPERIENCE

### Assistant Blue Birds Dyes & Chemicals

05/2022 - Present,

*Achievements/Tasks*

- Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive. Organizing events and conferences.
- Typing, compiling, and preparing reports, presentations and correspondence.

### Internship Muslim Commercial Bank

2021,

*Achievements/Tasks*

- Be given professional analytical and management supportwork assignments
- Develop and utilize spreadsheets, databases and other computer applications
- Collect, understand, process, verify and report accounting related-information

## EDUCATION

### BBA (HONS) University of the Punjab

2018 - 2022,

*Courses*

- Specialization in Human Resource Management

### ICS BISE, Gujranwala

2016 - 2018,

## SKILLS

Communication

Teamwork

Leadership

Decision-making

MS Office

Time management

Stress management

Problem-solving

Organizational

Conflict management

Adaptability

## STRENGTHS

### Strengths

- I can work independently and as part of a winning team where team participation and leadership skills are required.
- I have good communication skills in English & Urdu, both verbal and written.
- I am a self-motivated & target-oriented person and have strong Analytical & problem-solving skills.

## LANGUAGES

English

*Full Professional Proficiency*

Urdu

*Native or Bilingual Proficiency*

## INTERESTS

Travelling

Novels

Internet Surfing

Reading

Holy Quran