

# TADEEB ZAHRA

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Phone: 03004944557

Khayaban-e-Amin, 180 L block, Lahore.



## OBJECTIVE

Being a Business Administration student, I am seeking to obtain job opportunity into highly professional and dynamic Institution / Organization for extensive learning and knowledge utilization for adding something into Organization.

## EXPERIENCE

**FROM 9 AUGUST,2019 TO 20 SEPTEMBER 2019**

**INTERNEE, MCB BANK LIMITED**

Worked with team of highly professional competitive people to learn how to handle the professional problems and performed various duties in different departments to polish my abilities. The duties I performed:

- Learnt about general banking.
- I have performed the duty of record keeping.
- Processed cheques for clearing and sending them to NIFT.
- Applied ATMs for the customers through online system.
- Delivered ATMs to the customers.
- Managed cheque book registers.
- Answered customers' queries.

**FROM 2020 TO 2023**

**SCHOOL TEACHER:**

**JOB DESCRIPTION:**

- Conduct learning sessions and classes.
- Motivated students to perform various activities to enhance their learning process.
- Assigned assignments for better understandings.
- Recorded student attendance, grades and performance.
- Arranged meetings with parents for their child's studies concerns and behaviors.

## EDUCATION

2013

**INTERMEDIATE, F.A.** GOVT. COLLEGE FOR WOMEN, SHEIKHUPURA.

2015

**BACHELORS OF ARTS, B.A.** GOVT. COLLEGE FOR WOMEN, SHEIKHUPURA.

2020

**M.B.A.** UNIVERSITY OF EDUCATION, LOWER MALL CAMPUS, LAHORE.

I completed my MBA (3.5) degree with specialization of **Human Resource Management** obtaining the **CGPA 3.4**.

## SKILLS

- MS Word
- MS PowerPoint
- MS Excel
- Communication Skills
- Leadership Skills
- General Banking
- Fast Learner
- Customer Service Management

## PERSONAL INFORMATION

- |                  |                                |
|------------------|--------------------------------|
| • D/O            | Khawar Abbas                   |
| • Marital Status | Married                        |
| • W/O            | Syed Aftab Abbas               |
| • DOB            | 16 <sup>th</sup> October -1997 |
| • CNIC           | 35404-8881319-0                |
| • Nationality    | Pakistani                      |
| • Region         | Islam                          |
| • Language       | English, Urdu, Punjabi         |

## REFERENCE

Would be furnished if required.