

## CONTACT ME

CV

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## ABOUT ME

Name: **SADAF IMTIAZ NAZIR**  
Nationality: Pakistani, (born and raised in UAE),  
Place of Birth: Abu Dhabi, UAE  
Date of Birth: 13-10-2001  
Visa Status: Visit Visa, Dubai  
Current Address: Dubai, UAE

**Family Background:** Father: Former Govt. Army Officer (R) in ARMED FORCES of Abu Dhabi, UAE. He is currently self-employee & passed 38 years of his life in Abu Dhabi.

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## EDUCATION

- **(MBA) FINANCE - M.Phil** – 2018 - 2022  
Master of Business administrations, MS is equal to M-PHIL, Major in FINANCE, Gujrat University, Pakistan
  - **Bachelor Degree - B.Com** – 2016 - 2017  
Major in FINANCE, University of Gurjat, Pakistan
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## WORKING EXPERIENCE

**Position:** **General Banking Officer & Customer Service**

Dubai Islamic Bank: Gujrat City, Pakistan – (2 Years Exp.)

- Working with all departments in bank & supporting staff.
- Handling Personal banking, Consumer Finance, Remittance.
- Car finance, insurance, files and arrangement in office.

**Position:** **Finance & Admin Assistant with Retail**

The Educators School: Gujrat City, Pakistan – (3 Year Exp.)

- Worked as assistant finance officer management.
- Handling general office administration responsibilities.
- Manage Utility Bills, Invoices, children Fee records, Payroll.
- Digital social media marketing & relationship with others.
- Retail Shop handling for school as a sales person.



## PROFILE

To obtain a challenging position in a high-quality work environment where my resourceful experience and academic skills will add value to organizational operations

## SKILLS

- Problem Solving
- Customer Service
- MS Office, Word, Excel
- Email Marketing
- Digital Marketing
- Content Creator
- Video Editing
- Social Media

## LANGUAGE

- English
- Urdu / Hindi
- Basic Arabic

## HOBBIES

- Reading Books
- Traveling
- Tennis playing