

Nimra Batool



Career Objective

To Secure a Challenging position in a reputable organization to expand my learning, knowledge and skills. Secure a responsible career opportunity to fully utilize my training, learning and skills, while making significant contribution to the success of my company.



Contacts

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E- Mail Address

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Personal Traits

- Good Analytical skills
- Excellent Managerial skills
- Efficient Work-load handling
- Communication Skills
- Team work spirit



Leisure Time Activities

- Football and Badminton.
- Photography.
- Sketching and Painting.



Communication Skills

- Fluent in English language



Work Experience



Internship Experience

- Chamber of Commerce and industry, Rawalpindi. [2019]
- Real estate Advisor and Builder, Rwp. [2020]
- Habib Metropolitaiton Bank. [2021]
- Global Telecommunication, Rawalpindi. [2021]
- Business incubation center, Rawalpindi. [2021]



Work Experience

- Super Crown international as an Accountant, Isl. [2022]



Semester Projects

- Training in PTV.
- Stall business at University.
- Business Plan
- Tashkees pharmaceuticals.

Skills



Strength and Abilities

- I am very punctual and confidant.
- Excellent managerial qualities.
- Strong understanding of principals of business.
- Good communication skills

☑ Responsibilities

- Keeping employees records.
- Keeping Bank records.
- Keeping billing records.



Educational Qualification

☑ BBA (Bachelor in Business Administration)

- Foundation University, Islamabad, Rawalpindi Campus.
- Academic Score (CGPA) : 2.9 / 4.00

▪ Subjects of Interest

- ✓ Managerial Accounting
- ✓ Oral Communication
- ✓ Business Ethics
- ✓ Issues in Pakistan Economy
- ✓ Project Management

☑ ICom (Commerce)

- Federal Board of Inter. & Sec Education, (FBISE) Islamabad.
- Academic Score (Marks) : 700 / 1100



Distinguished Achievements

- PTV Certificate