Numair Jan



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*I am young energetic and enthusiastic man having dynamic personality with strong interpersonal skill highly self-motivated and responsible professional appearance, task oriented flexible and love to work in challenging environment. Seeking an entry-level position in a dynamic organization where I can utilize my skills and gain practical experience.*

# EXPERIENCE

## Cherat Cement Company Limited

### Intern

Helped the admin in his daily work. Managed CVs with HR Manager.

Helped in managing pay in slips. Managed bank checks.

Learned about the SAP software.

Learned how the dispatch system work.

## Lady Reading Hospital (LRH)

### Intern

Learned how the HR system work. Learned about HRMIS.

# EDUCATION

## Qurtuba University

### MPhil (Scholar)

Management Sciences

## Preston University

### Bachelor of Business Administration (Hons)

BBA in Marketing and Finance.

## BRAINS Degree College

FSC Pre-Engineering

# SKILLS

* Strong communication and interpersonal skills.
* Excellent analytical and problem-solving skills.
* Proficient in Microsoft Office.
* Ability to work independently and as part of a team.

*December 2022, March 2023*

*may 2018, July 2018*

*Sep 2021, Sep 2023*

*Sep 2015, Sep 2019*

*2013-2015*