

# Hareem Naz

## Business Manager

I'm motivated business graduate that Skilled in marketing, and finance, operations, excel in strategic planning and problem-solving. Proficient in market analysis, opportunity identification, and strategic implementation. Collaborative, innovative, and committed to driving measurable results in dynamic business environment.

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## EDUCATION

### Bachelor in Business Administration (BBA) Namal University of Mianwali

10/2020 - Present

A Grade

#### Courses

- Introduction to Business Management
- Fundamental of Operations
- Introduction to Agribusiness
- Introduction to Data Analytics
- Data-Deriven Marketing
- Principles of Finance
- Entrepreneurship
- Technology & Innovation

## PERSONAL PROJECTS

### Project Head (COO)

#### Final Year Project: Sow & Grow with VitWOS

08/2023 - Present

In our Project, we build brand "VitWOS" which is a superfood brand focusing on Chia Seeds, targeting Pakistan where Chia Seeds are unexplored.

#### Achievements/Tasks

- Conducted Demand & Feedback survey
- Product Development (Chia Seeds)
- Build Business Canvas Model & Business plan

### Data Analyst

#### DDM Project \_ Superstore

12/2023 - 02/2024

#### Achievements/Tasks

- Conducted competitor and demand analysis.
- Identified strengths and weaknesses for informed business decisions.
- Developed dashboards by Visualizing all required information in graphs for better understanding.

### Operation Supervisor

#### FoP Project \_ Chaghda General Store

05/2023 - 07/2023

#### Achievements/Tasks

- Built positive relationships vendors to deliver timely and cost-effective supply of services and materials.
- Evaluated operations thoroughly that also included team performance and productivity.
- Recommended corrective actions to the owner and provided results of analysis that helped him to boost store sales.

## SKILLS

Advance Ms Office

MS Power BI

Tabulea

Canva

Shopify

Analytics

Interpersonal Skill

Leadership

Agripreneur

Problem Solving

Quick Learner

## VOLUTEER EXPERIENCE

Ambassador at Hopeflare (03/2024 - Present)

Director of Foreign Affairs at NCBS (10/2022 - 08/2023)

- Namal Character Building Society plays very important role in moral practices in the Namal Premises. I have provided my services regarding reaching out renowned personalities for promoting ethical practices.

## CERTIFICATES

Soft Skills Development Training Program (03/2024)

Its a two day training arranged by Government of Punjab through PEEF that included activities which polished my leadership, entrepreneurial and team building skill.

All Pakistan Business Plan Competition (02/2024)

This competition is arranged by National Textile University (FSLBD) in which my project got selected among 4000+ business plans. I have achieved distinction from mentor & industrialists in panel.

MS Power BI Course\_Data Camp (12/2023)

I have taken a complete course regarding Software called "Ms Power BI" on Data Camp. Power BI is very useful and efficient tool to analyze and visualize the data regarding business operations.

Venture Spark Business Idea Competition (11/2023)

This competition is held at Mian Nawaz Sharif University of Agriculture (MLTN) regarding unique business ideas. My business idea received recognition that is related to superfood.

## LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

Arabic

Professional Working Proficiency