

# SANIA ZUBAIR

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Address: - 55DB, Jandanwala, kalorkot District Bhakkar

Date of Birth: 05/07/2002

A dedicated Bachelor of Business Administration student with hands-on HR and marketing experience. Proficient in MS Office and research software, with robust analytical, communication, and teamwork aptitude.

## **EDUCATION & QUALIFICATIONS**

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<b>Bachelor of Business Administration</b>	[Namal University Mianwali]	2020-2024
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8<sup>th</sup> semester continue

<b>FSc (Pre-medical.) (BISE Lahore)</b>	[Daanish School Mianwali]
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Marks: 925/1100 (84%)	2020
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<b>Matriculation (BISE Lahore)</b>	[Daanish School Mianwali]	2018
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Marks: 1018/1100 (93%)

## **WORK EXPERIENCE**

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|---|-------------|
| • <b>Internship at National Database and Registration Authority (NADRA)</b> | <b>2022</b> |
| • <b>Marketing Team Member</b>  | <b>2021</b> |
| Center of Excellence and Skill Development Society      Duration: 1 year    |             |
| • <b>Environmental Society Volunteer</b>                                    | <b>2020</b> |
| University Environmental Society  |             |

## **SOFT SKILLS**

- 
- Firm grip on MS Office
  - Tableau Public
  - Open Refine
  - IBM SPSS Statistics( research software)
  - Graphic designing
  - Web-Development(WordPress) basic
  - Data Analysis( Power BI, Excel, Basic Python)

## **PROJECTS**

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- Financial Performance Analysis of Fatima Fertilizer Company Limited
  - Forecasting of National Bank of Pakistan
  - Propose Business Model of Peanut Butter
  - Portfolio Design of Medora Lipstick
  - Business Research Project
  - Startup Project: Sow & Grow with VitWOS
  - Present this startup in Venture Spark Multan, Interloop NTU business idea competition & Namal Ideal club.

## **CORE COMPETENCIES**

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- Self confidence
  - Cooperative in team work
  - Flexible and Adjustable

- Independent to take an initiative
- Effective oral & written communication

## **LANGUAGES**

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- Urdu (Native)
- English (Conversational)
- Arabic(Basic)