

Alveena Basheer

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Education

Namal University Mianwali, Pakistan
Bachelor of Business Administration (3.59/4) 2020 - 2024

Daanish School Girls DG DG Khan, Pakistan
Intermediate (980/1100) 2018 - 2020

Professional Experience

Work study at Namal University Mianwali, Pakistan

A leading institution committed to fostering innovation, critical thinking, sense of responsibility to shape the future of Pakistan *September 2023 Present*

- **Placement coordinator Assistant:** work study at placement cell to communicate with companies, and alumni to manage career development seminars and webinars, arranging corporate training at the best corporations like NetSole and Nayatel. Coordinated more than 60 companies for open house invitation and recruitment drives. Have pitched more than 1K alumni for career homecoming ceremony.

Internship at NTC (National Telecommunication Corporation) Islamabad, Pakistan

NTC focuses to build, operate and maintain **telecommunication** systems throughout Pakistan *June- 2022*

- **Intern:** at HR department to learn management and office environment, including the organograms, folders check, training and recruitment process, designed more than 120 courses for employees

Teacher-Assistantship at Namal University

- Managed the QOBE accounts of teachers, assisted in course folders and helped out more than 50 students with the concepts and projects *2022-2023*

Academic Experience

The Cultivation and Feasibility Study of Dragon Fruit in Pakistan Mianwali Pakistan

Research work to provide a comprehensive study on the cultivation techniques to reveal the potential of Dragon fruit in Pakistan *October-2023 Present*

- **Lead Researcher:** Investigating to provide a brief report to the farmers, investors and entrepreneurs regarding the cultivation techniques of dragon fruit in Pakistan
- Analyzed the market feasibility to explicit the role in the economy of Pakistan

Extracurricular & Volunteer Experience

Namal Society for Social Impact Society (NSSI) Mianwali, Pakistan

- **Vice President:** Managed more than 60 team members, organized events, and planned activities. Collaborated for funding and sponsorships to events
- Raising funds of around 0.2 Million during the flood
- Handled around 50 blood requirement cases and assisted with medical camps and ration drives to support more than 50 families

Honors and Awards

ACADEMIC SCHOLARSHIPS

- Received full merit-based academic scholarship from Namal University *2020 - 2024*

ONLINE and ONSITE COURSES

- Power Bi, Microsoft Excel, Tableau, Email writing, and SPSS *2023 - 2024*

AWARDS AND CERTIFICATIONS

- Essay Writing, Qiraat Competition, Poster competition *2023 - 2024*

Additional

- **Technical Skills:** SPSS, Presentation making, Data analysis on excel
- **Certifications:** National Agri-conference, Best worker of the year at Khair ul wara foundation
- **Interests:** Management, Graphic Design, Content Writing, Art and Designing
- **Language:** English, Urdu, Arabic and Seraiki