

Atifa Sarwar

Business Graduate

Dynamic and results-driven Business Graduate who's hardworking, eager to learn, and always ready to take on new challenges. Quick to adapt, self-driven, and comfortable working alone or with a team. Known for being organized, self-motivated, and dependable. I'm looking for a role where I can grow, apply what I've learned, and contribute to something meaningful.

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03183501901



Attock , Pakistan



EDUCATION

Bachelors in Business Administration

Namal University, Mianwali

01/2021 - Pre

3.70 CGPA

Intermediate

Punjab Daanish School Jand, Attock

07/2017 - 07/2019

1058/1100

WORK EXPERIENCE

Vice President

Scholar Bridge Society

08/2024 - Pre

Achievements/Tasks

- Acted as a liaison between the student body and the faculty advisor, ensuring smooth communication and coordination for society initiatives.
- Organized and conducted webinars focused on student development, covering topics like career guidance, and academic growth.
- Led outreach programs in nearby primary schools with the aim of promoting the importance of education and raising awareness about the value of consistent learning.

Vice President For Female

Namal Sports & Adventure Club Society

08/2024 - Pre

Achievements/Tasks

- Organized and managed cricket and badminton tournaments, both during Orientation Week and beyond.
- Handled scheduling, team coordination, equipment arrangement, and safety protocols.
- Promoted teamwork and encouraged active participation among students.

HR Intern

Cakes & Bakes Lahore

08/2023 - 09/2023

Achievements/Tasks

- **Recruitment and selection (R&S):** The hiring process starts with a PRF indicating a vacancy, followed by internal and external job ads. After screening, shortlisted candidates are tested and interviewed. Selected individuals receive job offers and, upon acceptance, are posted to the nearest branch for onboarding.
- **Onboarding Of Newly Hired Employee:** Managed joining formalities, verified documents, and compiled employee records. Worked on **HRIS (Time Trax)** to create employee profiles, update statuses, and manage exits. Also assisted in the **orientation process** to help new hires understand company operations.
- **Employee Records and Recruitment Process Handling:** Managed employee records, verified documents, and maintained test data. Handled daily queries, conducted background checks via the Tasdeeq app, and coordinated interview calls for MTO roles.

SKILLS

MS Office

Financial Modeling

HRIS

SPSS

Interpersonal Skills

Quick Learner

Leadership

Adaptability

Teamwork

GRADUATION PROJECTS

Final Year Project:Balance & Bloom with Trdipure
(09/2024 - Pre)

- Developed a nutritious, traditional product— **Sattu with Shakkar** — featuring unique packaging for better market appeal. Conducted a feasibility study covering cost, demand, and sustainability. Integrated **women empowerment** by involving local women in production, aligning with **SDG 5 (Gender Equality)** .

Portfolio Creation & Risk Analysis (10/2023 - 12/2023)

- Built a diversified SSE portfolio using fundamental analysis; analyzed risk and return via Monte Carlo simulation .

Roti Kapra or Makaan

- Conducted field interviews with 30 families to study consumption patterns across socioeconomic classes regarding food, clothing, and housing.
- Analyzed challenges and proposed policy recommendations, including poverty alleviation and access to basic needs through government support.

CERTIFICATES

Corporate Readiness Training Program at NETSOL
(05/2024 - 05/2024)

3-day NETSOL Technologies training on Change Management, Leadership, and Communication to enhance corporate sector readiness.

Soft Skills Development Training Program
(03/2024 - 03/024)

Attended a two-day PEEF workshop by the Government of Punjab, enhancing leadership, entrepreneurship, and team-building skills.

CFA Society Pakistan Ethics Challenge (11/2023 - 01/2024)

Analyzed case study and identified ethical dilemmas in the CFA Society Pakistan Ethics Challenge, presenting structured solutions

Namal Agribusiness Forum (2022 ,2023, 2024)

Namal Agri Business Forum brings together experts, entrepreneurs, and students to drive innovation and sustainability in agriculture..

LANGUAGES

English

Full Professional Proficiency

Arabic

Limited Working Proficiency

Urdu

Full Professional Proficiency

Punjabi

Native or Bilingual Proficiency

INTERESTS

Graphic Designing

Sports

Traveling