



# Amna Munawar

Finance & Marketing

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I have gained valuable experience in various volunteer roles within societies. I am a hardworking and passionate individual with a strong drive to succeed. Currently, I am a reseller and possess excellent communication and customer service skills. My expertise in finance and marketing combined with my dedication and work ethic make me a valuable asset to any team.

## EDUCATION

### Becholer in bussiness administration Namal University Mianawali

08/2019 - Present 3.25

Courses  
- finance and marketing:

### Matriculation: Daanish school harnoli mianwali:

07/2015 - 07/2017 1027/1100

Courses  
- science

### Intermediate: Danish School Harnoli Mianwali

07/2019 - 07/2019 987/1100

Courses  
- Pre-medical

## UNDERGRADUATE PROJECTS

### Research Paper (10/2022 - 02/2023)

- Team conflict
- how to handle it
- factor contributing in team conflict

### Marketing Research (09/2021 - 01/2022)

- I conducted quantitative research on impact of globalization on mianwali culture

### Research Project (03/2021 - 06/2021)

- Submitted a project on "maple leaf cement industry" complete analysis of company and forecasting.

## WORK EXPERIENCE

### Intern: Namal University Mianwali

07/2022 - 08/2022 minawali pakistan  
namal marketing department

Achievements/Tasks  
- Complete Students' Admission Record.  
- Create physical or digital files.  
- Interview Calls: Contact prospective students.  
- Prepare a structured interview process.  
- Maintain accurate and up-to-date records of all the activities

## SKILLS

Ms office

content writing

canva

entrepreneurship

communication

designing

## ACHIEVEMENTS

Achievement Name

## ORGANIZATIONS

### Namal Welfare Organization (08/2019 - Present)

Through our program, we collect donations from generous individuals and organizations who want to support the education of students in need. These donations are then used to cover the school fees of students who meet our eligibility criteria.

### Treasurer of IEEE (08/2020 - 08/2022)

Worked as an executive in the IEEE Namal Society, In charge of the treasury records. I kept all of the financial records for IEEE events

### Member of education wing (09/2019 - 03/2020)

Taught the students of surroundings of Namal valley as volunteer for one and half year.

## CERTIFICATES

Data visualization (03/2020 - 04/2020)

MS office course (09/2020 - 10/2020)

## LANGUAGE

Urdu

Native or Bilingual Proficiency

English

Full Professional Proficiency

## REWARDS

Awarded by PEEF scholarship from 8th to till now

Winner of bronze medal from international HRCA science festival

Received laptop from CM Shahbaz Sharif