

Zainab Ijaz Awan

sales executive

+92.322.24040750 zainabijazawan@gmail.com Mughalpura, Lahore, Pakistan

Summary

dear concern i have to say that i am very passionat and hard working person if you will hire me i will be done my work with desperately .

Skills











Admin Operations Management | Admin Tasks Management | Administration Skills | British Accent | Cash Handling | Certificate of appreciation independence | CERTIFICATE OF LEADERSHIP CAMP 2015 | certificate of NFL for youth | Client Dealing | Composition Knowledge | Computer Proficient | Customer Dealing | Customer Relation | Data Comparison | Deposit | Deposit Growth | Executive Presentation Skills | Financial Audit Compliance | Financial Management | Financial Policies and Procedures Command | Financial Statement Analysis | Fiverr | Fundraising | HARVARD(Diagnostic and Therapeutic) | HARVARD(enduring material titled) | HARVARD(HEALTH CARE CRISES) | HARVARD(MENTAL HELATH) | HFO Operations Handling | HR Management | international migration certificate | Knowledge of Spreadsheets | Lead Gena ration Skills | MS Excel | MS Office Proficient | Phone Banking Skills | Proposals Writing Skills | Psychological Rehabilitation | Record Keeping | Refactoring and Design Patterns. | Relationship Building | Reporting Abilities | Revenue Analysis | Risk Management | Sales Audit | Security Principles | Stress Management | Student Counseling | Teaching Skills | Team Management | Time Mangement

Experience

Dec 2022 - Feb 2023	<div><div></div><div>sales executive together, Lahore, Pakistan</div></div> <div>i was working at together company ass an sales executive and dealing for fund raising for jinaha hosp , meethhi zindgi and pahchaan organizations . also i work for foundations for blood camp and deal with managers of companies and universities</div>
Jul 2021 - Aug 2021	<div><div></div><div>internship State Bank of Pakistan, Lahore, Pakistan</div></div> <div></div>
Mar 2021 - Apr 2021	<div><div></div><div>case work duty mayo hosp, Lahore, Pakistan</div></div> <div>i have done field work as an case worker at mayo hospital when i was studying at punjab uni.</div>
Jan 2025 - Jan 2025	<div><div></div><div>job atisalat UAE CALL CENTER, Lahore, Pakistan</div></div> <div></div>



Education

- 2024  **University of Management & Technology (UMT)**
M-Phill
Sociology
Completed
- 2023  **Google**
Certification
Development Communication
Completed
- 2022  **University of Management & Technology (UMT)**
M-Phill
Sociology
Incomplete
- 2021  **University of the Punjab**
MSc
Msc Social Work
CGPA: 3.5/4
- 2021  **Lahore University of Management Sciences (LUMS)**
Diploma
Psychology
Completed
- 2020  **UNICEF**
Certification
UNICEF(WELLBEING AND SELFCARE)
Completed
- 2020  **UNICEF**
Certification
UNICEF(GENDER VOILATION)
Completed
- 2020  **UNICEF**
Certification
UNICEF (CHILDERN)
Completed
- 2020  **UNICEF**
Certification
UNICEF (BSAFE)
Completed
- 2020  **Harvard**
Certification
MENTAL HELATH
Completed

- 2020  **Harvard**
 Certification
 HEALTH CARE CRISES
 Completed
- 2020  **Harvard**
 Certification
 Enduring Material Titled
 Completed
- 2020  **Harvard**
 Certification
 Diagnostic And Therapeutic
 Completed
- 2020  **NUML**
 Certification
 Certificate Of Appreciation Independence
 Completed
- 2020  **state bank of pakistan**
 Certification
 Certificate Of NFL For Youth
 Completed
- 2019  **University of the Punjab**
 Certification
 International Migration Certificate
 Completed
- 2018  **GOVERTMENT ISLAMIA COLLEGE FOR WOMEN LAHORE CANTT**
 Bachelors in Arts
 History, Islamiat, Social Work
- 2016  **DAR-E-ARAM COLLEGE**
 Intermediate/A-Level
 Arts, Education, History, Socialology
- 2015  **DAR-E ARKAM COLLEGE**
 Certification
 CERTIFICATE OF LEADERSHIP CAMP 2015
 Completed
- 2013  **lahore cantt public high school**
 Matriculation/O-Level
 Biological Sciences

Projects

International comference of sociology insititions challenges

<http://ARTICLE PUBLISH>

I have given speech for my research work in internatiknal conference at my university UMT for my article publishing .



Zainab ijaz

<http://World health organization>

I have done 4 days trainibg program with WHO . It was like a feild work (lot quality assurance sampling LQAS survey /post campaign monitoring PCM . For apoilio campaign SNID MAY 2023 LAHORE.

Languages

Urdu
Intermediate

English
Expert

