

Curriculum Vitae

MALIHA NAYAB

To become an efficient employee of an international , dynamic and progressive organizational environment in order to enhance core competencies . where I can contribute positively and can use my academic and professional knowledge for the company success by taking on challenging position. An organization that provides such opportunities would be an ideal place for me to serve.

Contact Detail: Email : Malihanayab1@gmail.com

Phone NO : 0310-4248825

Qualification:

M.S (Project management)

Riphah international University G-7 Campus

09/2021 – 07/2023

Courses:

Project management tools, Project procurement and contracting , Project planning and controlling , Project HR and communication , Total quality management etc .

MBA Executive (HRM)

IIUI Islamabad

02/ 2017 – 09/ 2020

Courses:

Human resource management core, Advance and financial management , entrepreneurship and operational management, Strategic and marketing management, recruitment and selection etc.

Bachelor in commerce (B.com)

GCU Faisalabad

02/2014 – 09/2016

Courses:

Advance Accounting , Business Mathematics and statistic Business Economics, Cost Accounting, Computer Application in Business, Business Taxation , Business communication.

WORK EXPERIENCE:

Internships:

1. Higher Education Commission Pakistan (HEC)

Head office H-9 Islamabad.

10/2021 - 3/2022

Skills :

- Manage data of all candidates , prepare budgeting files , entering budgeting data by using software, also maintain manual files , send reminder emails , phone calls and resolve quires by communicating face to face also by email and phone calls etc.

2. Allied Testing Service Islamabad (ATS)

21/2020- 8/2021

Skills :

- Collect data, edit it and prepare papers for final test , checking papers , prepare key for paper and finalize results of candidates. After finalizing result communicate with candidates and resolve their quires which is related with paper or final results.etc
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PERSONAL PROJECTS :

- **Final Research Project :** “ Impact of workplace ostracism on employee sleep quality”.
- **Entrepreneurial Project :** “HerBueauty” (cosmetic products)

ACHIEVEMENTS :

Seminars & Conferences :

Stock Market Operations by SECP,
Islamic Finance and Capital Markets, Scam Frauds in the Capital Markets of Pakistan by SECP, Company
Incorporation and Mutual funds performance, Security Features of Bank Notes & Forged Notes by SECP, Self
Realization,
(02/2017 – 08/2020)

Workshops/Competitions & Merit scholarships :

Marketing Gala Competition,
Speech and Dramas Competition , Essay writing by Punjab youth festival
DreamBuilder; Empowering Women Entrepreneurs Workshop

(02/2017 - 02/2020)

LANGUAGES :

- English
- Urdu
- saraiki