

SHAISTA MALIK

OBJECTIVE

Intend to join a progressive & career making organization in development/humanitarian sphere, not only to learn the modern practices in the domain but also to apply my expertise and knowledge to the benefit of ailing humanity.

SKILLS & ABILITIES

- Proficient in using MS office suit
- Expert in using T24 and Rosetta banking software packages
- Have strong communication and presentation skills
- Highly organized & dedicated with a positive attitude
- Able to handle multiple assignments under high pressure
- Have friendly behavior

EXPERIENCE

WORKED AS INTERNEE IN NATIONAL BANK OF PAKISTAN

June 2004 to August 2004

WORKED AS FINANCE MANAGER IN PAK-JAPAN MOTORS

November 2006 to August 2007

WORKED AS ACCOUNTS OFFICER IN USMAN REHMAN CONSTRUCTION COMPANY

September 2007 to August 2010

WORKED AS RELATIONSHIP MANAGER IN SILK BANK LIMITED

January 2013 to –December 2013

WORKED AS HR MANAGER IN DOWNTOWN BAHRIA TOWN

January 2014 to –August 2014

WORKED AS PROJECT MANAGER IN SOSEC INTERNATIONAL CONSULTANT SERVICES

October 2015-November 2016

WORKED AS TEACHER IN AMERICAN LYCETUFF SCHOOL PWD RAWALPINDI

April 2017-June 2017

- Taught English to Classes 4, 5 & 6
- Taught History to Classes 6,7 & 8
- Taught Geography to Classes 6,7 & 8

WORKED AS TEACHER IN BAHRIA FOUNDATION SCHOOL AND COLLEGE GULRAIZ CAMPUS

20th March 2018 – 20th February 2020

- Taught Math to Classes 4,5,6 & 7
- Taught English to Classes 4,5,6 & 7

WORKED AS COORDINATOR IN ROOTS METROPOLITAN SCHOOL AND COLLEGE JINNAH GARDEN CAMPUS ISLAMABAD

21st February 2020- 8th August 2021

WORKED AS SENIOR TEACHER IN MAZEN SCHOOL PWD CAMPUS FROM AUGUST 2021 TO NOVEMBER 2022

CURRENTLY WORKING AS O-LEVEL (PAKISTAN STUDIES, ISLAMIYAT) AND MATRICULATION (PAKISTAN STUDIES) TEACHER IN CITY GRAMMAR SCHOOL

EDUCATION

MS (HR)

Comsats Institute Of Information Technology Islamabad

Thesis Title: *A TNA Approach to Competency Based HRP: A Mediating Role of Employee's Career Planning*

MBA (FINANCE)

International Islamic University Islamabad

B.COM

Punjab commerce college, Rawalpindi

HSSC

O.P.F Girls College Islamabad

SSC

F.G.G Higher Secondary School Islamabad

OTHER ACTIVITIES

- Reading books related to Development Sector and Arts
 - Music, Painting, Poetry and Cooking
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LEADERSHIP

- Managing and Leading a Sale Executive team Bank
 - Providing On Job training to Sale Executive team
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