

Ponam Farman



My Contact

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📍 7th Road D Block Rawalpindi

Hard Skill

- Graphic Designing
- Video Editing
- Canva Designer
- Business valuation
- Shorthand Language

Soft Skill

- Critical thinking
- Decision making
- Multi-tasking
- Team building and Leadership
- Time Management

Education Background

- Iqra University Islamabad
Mphil in Social science
- Karakorum International University
Masters in Economics
- Karakorum International University
Graduation in Humanities
- Allama Iqbal Open University
Certificate of Teaching
- Sedna College Zulfikar Abad Gilgit
Intermediate in Computer Sciences

Professional Experience

Jubilee Life Insurance | National Bank of Pakistan
Bancassurance Sales, Finance & Admin Coordinator

Nov 2018–Nov 2022

Key responsibilities:

- work at Jubilee Life Insurance through National Bank covering both sales and admin/finance roles:
- Promoted and sold life insurance products to bank clients, achieving monthly sales targets through effective customer engagement.
- Maintained accurate financial records, handled premium collections, and supported documentation for policy issuance.
- Coordinated administrative tasks including data entry, record keeping, and daily reporting to the head office.
- Provided client servicing support, including policy queries, claim processing guidance, and follow-ups.
- Ensured compliance with bank and insurance regulations during all operational and sales processes.

Government Of Technical Education And Skill
Development | Computer Lab Assistant

Apr 2022– Nov 2022

Key responsibilities:

- Provides instruction to all lab users on proper use of all equipment.
- Consults supervisors on more difficult issues.
- Ensures that computer lab equipment is being cared for properly by users.
- Makes sure food and beverages are not consumed in close proximity to computers.
- Monitors files and programs that are downloaded on to the computers to make sure spyware, malware and other dangerous programs are not downloaded.
- Diagnoses hardware problems and fixes them .
- Performs regular software backups.