

# Syed Zair Ali Nazim



## Personal:

**Syed Zair Ali Nazim**

**Father's Name:**

**Nazim Ali Shah**

**Date of Birth:**

**26-December-1994**

**Domicile:**

**Nankana Sahib  
(Punjab)**

**CNIC: 35402-3928806-7**

**Cell #:**

**+923067579275**

**+923174662388**

**E.Mail: zairali875@gmail.com**

**Address:**

**Ahatta Sundar dass  
Warburton Village Teh & Distt.  
Nankana Sahib.**

## OBJECTIVE:

I am an enthusiastic and adaptable individual with strong analytical and problem solving skills, excellent communication on dealing with people at all level. Productivity, adaptability, multi tasking, self-motivated, persistent, dedicated, resilient & persuasive skills are my valued assets creative approach to problem solving.

## EDUCATION:

**MBA ( Banking & Finance) :2020**

**GCU Faisalabad**

## Computer Skills:

- GERP
- MS Office
- Computer Accounting

(Peachtree, Quick book, Tally)

## Experience:

### ➤ Office Coordinator at Bahria Town Lahore:

Working As a Office Coordinator in Enforcement Department at Bahria Town From Feb 2020 to Till Date...

### ➤ Prime Responsibilities:

☑ Direct reporting to General Manager. Delegating tasks to appropriate team members. Assigning staff as needed. Leading overall field team and customer handling. Maintain records and stock of department. Maintain employees record and hiring. Process payroll of department. Training new hiring as per SOPs.

### ➤ Front Desk Official at Systems Limited

Working as Front Desk Official at Systems Limited Sub contract Punjab Land Record Authority from May 15, 2018 to Mar 25 2019.

### ➤ Prime Responsibilities:

☑ Official shall provide services to every customer visiting ARCs. Being first point of contact for all customers. Officers shall create a welcoming, friendly, service-centered atmosphere; provide efficient customer services through multiple formats including face-to-face, and electronic communication.





➤ **Production Officer (Ice Cream) at Gourmet Foods Lahore.**

Working as Production Officer at Gourmet Foods from July 2015 to Oct 2016

➤ **Prime Responsibilities:**

- ☐ Responsible for planning, organizing and managing the day to day allocation of resources (people, material & systems) in order to efficiently. Create a team culture driven by objective, goals and KPI's. Co-ordinate with production manager to reduce the process material losses (Primary and secondary) and overhead costs (labour, utilities and CIP chemical costs). Making daily work order and status report.

➤ **Office Assistant at Bedian Institute of Business & IT studies**

Working as Office Assistant at Bhedian Institute of Business & IT studies from Dec 2014 to March 2015.

➤ **Prime Responsibilities:**

- ☐ Official shall provide services to every customer visiting institute. Being first point of contact for all customers. Officers shall create a welcoming, friendly, service-cantered atmosphere; provide efficient customer services through multiple formats including face-to-face, and electronic communication.

➤ **Professional SKILLS:**

- ☐ Perform entry level human resources management work.
- ☐ Prepare reports and correspondence.
- ☐ Meet tight time constraint and deadlines.
- ☐ Analyze situations and identify problems.
- ☐ Compile and analyse data.

**INTERESTS:**

- ☐ Research and Books Reading.

**References:**

Available upon request