Sahar Noor Fatima

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# Education

**Institute of Business Administration (IBA) Karachi, Pakistan**

Bachelor of Science; *Economics and Mathematics* **2019-2023**

 **CGPA 3.45**

**Lahore Grammar School Defence (LGS) Lahore, Pakistan**

1. **2018-2019**

Subjects: Economics, Mathematics, Business Studies, Accounting

**Lahore Grammar School Defence (LGS) Lahore, Pakistan**

O-Levels **2015-2018**

Subjects: Economics, Business Studies, Accounting, Additional Mathematics, Commerce **6A**s

# Work Experience

**Executive Assistant Human Resources-IBA February 2021-June 2021**

* Revising recruitment Policies
* Data Entry

**The Bridge School*-* Virtual July 2020- August 2020**

* Preparing content and syllabus of students of grade 8
* Rectifying and modernizing teaching methods

**Bright Network– Internship Experience United Kingdom July 2020**

***Consulting Intern - Virtual***

* Seminars on Networking and managing yourself from Kelly Hoey, Consulting introduction from Alpha, Project management by PwC, Innovation by Elixirr, Change management by Accenture and Strategic problem solving by Capital One.
* 1:1 networking with global consulting aspirants and 1:1 alumni hour with members at Big 4.
* Completing Consulting assignment with research and presentation.

**Tuition – Private Tutor 2017-2020**

**Certification and Academic Achievements**

**KPMG Virtual Internship Program Participant– *InsideSherpa* July 2020**

**BCG Virtual Experience Program Participant– *InsideSherpa* July 2020**

**Introduction to Public Speaking – *University of Washington* July 2020**

**Successful Negotiation *– University of Michigan* July 2020**

**Beginning SQL Server *– Coursera Project Network* July 2020**

**Using Descriptive Statistics to Analyze Data in R *- Coursera Project Network* July 2020**

**Supply Chain Logistics *- Rutgers the State University of New Jersey* July 2020**

**Getting Started with Google Sheets - *Google Cloud* July 2020**

**Strategic Management - Copenhagen Business School August 2020**

 **Additional Skills**

## Excellent verbal and written communication skills

* + Competent at Public Speaking and telephone skills
	+ Proficient in SQL, SPSS and Excel expertise as well as MS Office