



# ATIF SALEEM

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## CAREER OBJECTIVE

- An enthusiastic, achievement driven, self-motivated and self-paced individual is looking for an organization to enhance the skills and to prove a vital part in the success of the organization.

## INTEREST & STRENGTHS

- Creative and innovative, well managed, team player.

## EDUCATION

- Masters in Business Administration (3 Years)** **YEAR 2009**  
University of Management & Technology – UMT  
- **Majors – Marketing (CGPA 3.13)**
- Bachelor of Arts** **YEAR 2006**  
BAHA-UD-DIN ZAKARIYA University - BZU Multan.  
- **Majors – Economics, Arabic, English (1<sup>st</sup> Div 63%)**

## PROJECTS

- A proposal for water filtration plant project for an NGO namely AI-KHIDMAT foundation Lahore.
- A proposal for the community centre for AI-KHIDMAT foundation.
- A financial analysis of the NAGINA cotton mills Lahore (ELLCOT spinning, Prosperity weaving mills).
- A hypothetical product launched- NOURISHA milk under an academic course.
- An academic project on LG-life's good covering all management, Finance and marketing aspects.

## INTERNSHIP

- Three months internship in National Bank of Pakistan from 8<sup>th</sup> January, 2010 to 7<sup>th</sup> April, 2010.

## AWARDS/HONORS/SCHOLARSHIPS

- Got 30 % fee off scholarship on Merit basis in MBA (2<sup>nd</sup> semester)
- The Secretary Literacy & NFBE Department awarded certificate of appreciation on excellent performance.

## EXTRACURRICULAR/VOLUNTEER ACTIVITIES/WORKSHOPS

- Foot ball, Cricket, Volleyball
- Attended three days Workshop on "Capacity Building for mobilization and Evaluation of a project" held by JICA (Japan International Cooperation Agency) from 6<sup>th</sup> October 2010 to 8<sup>th</sup> October 2010.
- Participated in three days Workshop on "Capacity Building Workshop for Computer Operators about NFEMIS" held by JICA (Japan International Cooperation Agency) from 6<sup>th</sup> January 2011 to 8<sup>th</sup> January 2011.
- Attended three days Capacity Building Training of Trainers (TOT) workshop held by Capacity Building Project, Literacy & NFBE Department, from 6<sup>th</sup> February, 2012 to 8<sup>th</sup> February, 2012.

## EXPERIENCE

- Worked as Male Outreach Worker (MOW) in Greenstar Social Marketing from 12<sup>th</sup> April 2010 to 20<sup>th</sup> June 2010.
- Worked as Project Literacy Coordinator (PLC) in Literacy and Non Formal Basic Education Department, Govt. of Punjab, Multan on a project titled "Establishment of Adult Literacy Centres and Non formal Basic Education School at Brick Kilns in Multan & Khanewal" from 22<sup>nd</sup> June 2010 to 30<sup>th</sup> August 2012.
- Working as Administrative Officer (BS-17) in University of Education Lahore Campus D.G.Khan w.e.f 18-07-2013 to date.

## SKILLS/TOOLS

Tools	MS office, Computer hardware and software
Languages	Urdu, English, Saraiki, Punjabi
Skills	Developing Blogs, Web page designing

## PERSONAL PROFILE

Birth Date	04-02-1984
Nationality	Pakistani
CNIC	32102-1011332-7
Domicile	Dera Ghazi Khan (Punjab)

## REFERENCE

Will be furnished on demand

University of Management & Technology



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