

## TAUQEER NASIR

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### Education

#### GC UNIVERSITY FAISALABAD (3.01/4)

Bachelor of Business Administration (B.BA)

Faisalabad, Pakistan  
2019

#### BOARD OF INTERMEDIATE FAISALABAD

Intermediate in Computer Science (I.CS)

Faisalabad, Pakistan  
2014

### Professional Experience

#### KAY & EMMS (Pvt) Ltd (A garment manufacturer & Exporter)

Faisalabad, Pakistan

**Assistant Accountant:** May 2019 – March 2020

- Facilitated: the preparation of consolidated monthly accounts for all group and associated entities
- Designed: a documentation workflow system that increased administrative efficiency by 10%
- Communicated: with vendors and clients to facilitate timely payment and reduced outstanding accounts receivables
- Performed: administrative tasks, including filing, reporting, tagged and registered fixed assets Etc.
- Produced: monthly reports using MS Excel spreadsheet
- Managed: petty cash and its transactions and reconciliations, and proceeded payroll and distributed to the employees
- Trained: 1 new employee about all workflow, system and Oracle

#### CHASEUP (the 3<sup>rd</sup> largest Super Market)

Faisalabad, Pakistan

**Cashier:** August 2016 – December 2017

- Operated: electronic scanners, and balanced a cash drawer at the beginning and end of each shift
- Demonstrated: the ability to assist customers to sign up for store reward programs and apply for store gift cards
- Proceeded: transactions quickly and efficiently, maintained a friendly and cordial relationship with the customers by greeting them and assisting them with all relevant issues
- Participated: in team effort of rearrangement of floor set by marking down prices of sale items, and gave other 3 cashiers their breaks
- Helped: the customers to complete purchases and locate items
- Mentored: the new 3 team members on POS system operation, customer service strategies, and sale goals

#### AMAL ACADEMY

Lahore, Pakistan

Education startup funded by Stanford University that teaches professional skills to students and corporations

**Career-Prep Fellow:** Oct 2019 – Dec 2019

- **Communication:** Completed a competitive written application and interview process to be selected from over 5000 applicants for intensive 3-month Fellowship funded by Stanford University
- **Skills development:** Invested 150 hours in order to develop business skills (e.g., communication, leadership, problem solving, teamwork, etc.) that will help me make a deeper impact on the job

### Honors and Awards

#### ACADEMIC SCHOLARSHIPS

Faisalabad, Pakistan

- Received full merit-based academic scholarship from NAVTAC (2016)

#### AWARDS AND CERTIFICATIONS

Faisalabad, Pakistan

- Received merit-based Laptop Award from Chief Minister Punjab (2014)

#### Additional

- **Skills:** Computer configuration – Math – Communication – Personable
- **Certifications:** QuickBooks – Digital Marketing
- **Interests:** Technology Management – Learning new skills – Workout
- **Language:** English – Urdu – Hindi – Punjabi – Arabic
- **Nationality:** Pakistani