

**Name: SAHAR NAZ**

**Contact Number: 00923343416790**

**Email Address: [sahar2119@hotmail.com](mailto:sahar2119@hotmail.com)**

**House Address: First Floor, 40-H Block 2 PECHS Tariq Road,  
Karachi, Pakistan.**



## Objective:

*"To make a sound position in corporate world and work enthusiastically to achieve goal of the organization with devotion and hard work."*

## Academic Qualification:

- Bachelors in Computer Science & Information Technology from NED University and secured FIRST Division in the year 2010.
- Pre-Engineering from Khatoon-e-Pakistan Govt College (Board of Intermediate Education Karachi) in the year 2005.
- Matriculation in Computer Science from Little Flower School (Board of Secondary Education Karachi) in the year 2003.

## Major Subjects:

- System Analysis & Design
- Software Engineering
- Business Communication and Ethics
- E-Commerce

## Professional Experience:

- I have been worked as **Secretary/Receptionist** in the Consulate General of the Kingdom of Bahrain in Pakistan (Dec 2019 – Feb 2022)
- I have been worked as **Marketing Coordinator** in the IT firm named Archers Distributions (Jan 2019 – Apr 2019)
- I did online freelancing as **Project Manager** on various international projects (Nov 2014 – Dec 2018)
- I have been worked as a **Marketing Manager** in Ali & Associates, which is an internationally recognized Legal Top Tier Firm (Oct 2013 – Oct 2014)
- I did online freelancing as **Marketing Manager** on various international projects (Mar 2010 – Sept 2013)
- I have been worked as IT Internee at Pakistan International Airline (PIA) (Jun 2008 – Jul 2008)



**CONSULATE GENERAL OF  
THE KINGDOM OF BAHRAIN**



## Languages:

- English
- French
- Urdu

## Skills:

- Digital marketing expertise
- Social Media management
- Market Research
- Business Analysis
- Good skills in analysis, strategy, and planning
- Strong communication and interpersonal skills

## Achievements:

- Achieved Scholarships 4 times in every single year during studies in NED University of Engineering and Technology
- Awarded Certificate on my exemplary efforts and valuable services as Manager of Designing Committee in the event named Information Technology Exhibition and Competition (ITEC), held at NED University of Engineering and Technology
- Awarded Certificate on successful performance in Software Competition in the event named TECH-ELITE which was organized by NED University of Engineering and Technology
- Won L'Oréal Paris Contest named 'For Your Eyes Only Contest'



## Extra-Curricular Activities:

- Like to attend events and seminars
- Listening Music
- Reading Novels
- Hang-out with Family & Friends
- Photography