



## Talha Naeem

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☎ **Phone number:** (+971) 568940092

**Gender:** Male **Date of birth:** 16/01/1998 **Nationality:** Pakistani

### CAREER OBJECTIVES

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#### Goals & Ambitions

To develop a professional career in Business Administration (Finance) field, where i can apply the knowledge and expertise in Business sectors of World in order to increase their profits and make suitable plan to achieve their goals, my other aim is to promote countries GDP by helping these sectors as these sectors are directly linked with countries GDP and productivity.

### EDUCATION AND TRAINING

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#### Bachelor of Business Administration

##### *The Islamia University of Bahawalpur*

**Field(s) of study:** Business, administration and law : *Finance, banking and insurance Management and administration Marketing and advertising*

**Final grade:** 3.03

**Thesis:** Impact of GDP on Financial sectors "and evidence from pharmaceutical sector"

#### **Main subject / occupational skills covered:**

Introduction To Business

Mathematics For Business

Micro Economics

International Business Management

Auditing

Financial Management

#### **FSC (Pre Engineering)**

***Board of Intermediate and Secondary Education Bahawalpur (Pakistan)***

#### **Matriculation (Science)**

***Board of Intermediate and Secondary Education Bahawalpur (Pakistan)***

## WORK EXPERIENCE

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[ 03/11/2019 – 08/01/2020 ] **Internee**

**Wozz Go (Smc-Pvt.)LTD**

**City:** Bahawalpur

**Country:** Pakistan

**Main activities and responsibilities:**

Maintain Client Relationships

Planning And Supervising Marketing Operations

Product Promotion

Market Survey

[ 02/03/2020 – 06/10/2021 ] **Finance Manager**

**Pharma Traders**

**City:** Bahawalpur

**Country:** Pakistan

**Main activities and responsibilities:**

Prepare financial statements, business activity reports, and forecasts

Monitor financial details to ensure that legal requirements are met

Supervise employees who do financial reporting and budgeting

Review company financial reports and seek ways to reduce costs

## LANGUAGE SKILLS

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**Mother tongue(s):** Urdu

**Other language(s):**

**English**

**LISTENING** B2 **READING** B2 **WRITING** B2

**SPOKEN PRODUCTION** B2 **SPOKEN INTERACTION** B2

**Punjabi**

**LISTENING** C2 **READING** C2 **WRITING** C1

**SPOKEN PRODUCTION** C2 **SPOKEN INTERACTION** C2

## MANAGEMENT AND LEADERSHIP SKILLS

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**Leadership, Debater And Good Presentation Skills**

Leadership (Class Representative)

Debater (At school,college, and university level)

Presentation Skills

## DIGITAL SKILLS

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Microsoft Word | Microsoft Powerpoint | Microsoft Office | Social Media | Microsoft Excel | Google Docs