

Aisha Memon



Summary

“Seeking for a creative and challenging position that gives me an opportunity for self-improvement and leadership with a focus to motivate & inspire humans. Work enthusiastically in team to add value and achieve goal of the organization with devotion, hard work and perseverance”

Skill Highlights

- Attentive
- Sound HR Knowledge
- Quick learner
- Positive thinker
- Teamwork oriented
- Adaptable & Flexible
- Punctual
- Strong motivational & leadership skills.

Experience

National University of Modern Languages (NUML), Hyderabad -
27th September 2021 to Present.

Visiting Lecturer (Management Sciences):

- Delivering live lectures, seminars and tutorials to students in a classroom setting.
- Monitoring and managing student attendance in line with the departmental policy.
- Assessing students at the Undergraduate or Postgraduate level.
- Carrying out the necessary administrative work such as updating student records.
- Coordinating different aspects of academic activity.

Beaconhouse School System, Latifabad Primary II, Hyderabad -
25th February 2019 to 2nd July 2021.

Teacher:

- Full time class teacher responsible for lesson planning and delivering in line with curriculum.
- Preparing various activities to students related to subjects.
- Managing various assigned tasks, checking reports and assessments.
- Classroom rules and behavior management and ensuring all students are developing.

MCB Islamic Bank Ltd, Main Saddar Branch, Hyderabad -
3rd September 2018 to 15th October 2018.

Intern:

- Assisted in General, Retail banking and Accounts.
- Assisted in opening an Individual's account, process of ATM transactions and inward and outward clearing.
- Managing and checking ATM transactions.
- Reporting day to day transactions.

State life Insurance Corporation of Pakistan, Hyderabad Zone -
26th April 2018 to 13th June 2018.

Intern:

- Assisted in personnel support administration work with respect to Insurance business and its policies.

Contact

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Defence plaza, Hyderabad.

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03333754110

Email:

aishamemon411@gmail.com

LinkedIn Profile Link:

www.linkedin.com/in/memon-aisha04

Achievements & Awards

Chancellor's Honor Roll 2020,
SZABIST Hyderabad.

Winner – Tug of War, Learnfest Reloaded (SZABIST) in November 2019.

Winner-Cricket Match Competition, Learnfest Reloaded (SZABIST) in November 2018.

Winner- Crossword puzzle, Learnfest Reloaded (SZABIST) in November 2018.

Certification

Got certificate of recognition for creating enriched online learning experiences on the platform of Beaconhouse Schooling Uninterrupted. (April 2020).

Got participation certificate for attending the trading session on stock challenge organized by Pakistan Stock Exchange Ltd. (March 2018).

Education

Shaheed Zulfikar Ali Bhutto Institute of Science & Technology, Hyderabad. (2019-2020) MBA / MPhil

HR Management – 3.69 CGPA

Shaheed Zulfikar Ali Bhutto Institute of Science & Technology, Hyderabad. (2015-2018) BBA

HR Management – 3.32 CGPA

Govt. Girls Degree College, Hyderabad. (2013-2014) Intermediate

Pre-Medical - A1 Grade.

Seven Oaks High School, Karachi. (2009-2010) Matriculation

Science - A Grade.

Personal Information

Father's name: Dr. Rab Dino Memon

Date of birth: August 04, 1995

CNIC: 42000-9683054-6

Nationality: Pakistani

Religion: Islam

Marital status: Single

Reference

→ Available on high requirements.