



Abubakar Sultan

Education

- 1. University of Central Punjab, Lahore. 2015-2020**
Bachelors in Business Administration (Hons): Major in Supply Chain Management and Marketing Management.
- 2. Punjab Group of Colleges, Lahore. 2013-2015**
Intermediate in Pre-Engineering: Physics, Chemistry and Mathematics
- 3. The City School, Shalimar Campus, Lahore. 2011-2013**
O Level: Physics, Chemistry, Biology and Mathematics.

Certifications

LUMS (Lahore University of Management Sciences) - Introduction to Marketing (13th Jan 2023 to 18th Feb 2023)

Experience

1. Year 2021 to Present

Personal Banking Officer
(The Bank of Punjab)

Job Description

- Account Opening.
- Sales and Customer Services Executive.
- Record maintenance and monitoring of regulatory exercises.

2. Year 2018 – 2020

Owner
(Bina's Eatery) (Fast Food Business)

Job Description

- Management/Supervision of Work Staff
- Inventory management.
- Hands-on experience on the kitchen supply chain.



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Extracurricular Experience

1. Worked as an Observer with Sundas Foundation and FAFEN on General Election Day 2018 on 25th July 2018.
2. Worked as a volunteer at Hamza Foundation in the administrative block from 03rd March 2020 to 19th March 2020.

Academic Projects

1. Retail Marketing: Analysis of Business of Sapphire.
2. Transportation and Distribution: Analysis of TCS courier business process.
3. Entrepreneurship: developed a business for service-oriented business.
4. Introduction to HRM: Analysis of basic HR functions and practices.

Skills

1. Microsoft Office (Word, Excel, and PowerPoint)
2. Task and Time Management
3. Good Communication Skills
4. Ability to Manage Teams
5. Problem-solving skills
6. Adaptability

Hobbies

1. Cricket.
 2. Football.
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