

SHAHBAZ SHAHZAD

Contact No: +966-57 163 2512

Address: Riyadh, Saudi Arabia

Nationality: Pakistani

Availability: Immediately

Visa Status: Transferable Visa & Iqama

E-mail address: shahbazshahzad385@gmail.com

Professional Summary:

Results-driven Bachelor of Business Administration (BBA) graduate with a solid foundation in business operations, marketing, and financial analysis. Demonstrated expertise in customer service, underwriting, and data management, with a strong ability to perform under pressure and deliver measurable outcomes. Adept at working in fast-paced, multicultural environments with excellent interpersonal and organizational skills. Seeking a dynamic role in Saudi Arabia where I can apply my skills to support business growth, operational excellence, and long-term organizational success in line with Vision 2030.

Work Experience:

- **Underwriting Officer at Adamjee Insurance Private Limited (Head Office), Lahore** (June 2024 – June 2025)
Responsible for arranging, analyzing, Pricing and presenting data to the manager as per policy measurements. Analyze claims ratios, including loss and profit ratios, to support decision-making. Issue Hold cover Letters along Premium Bills on the confirmation of clients, Make Proposals for clients as per requirements. Data Analysis for initial working for making presentation.
 - **Customer Services Officer at Nestle Pakistan, (Ufone Contact Centre) Lahore** (Mar 2024 – Jun 2024)
Receiving customers Call, Solve the Quires & Data Entry to Punch an order for customer for Account Opening for Nestle Pakistan for Waters & NATTA. Handle Complaints of customers through System & Deliver Water through Distributors.
 - **Marketing Intern at Service Sales Corporation Manufacturing (SSC Brands), Lahore** (Aug 23 – Nov 23)
Conduct Market Research, Web structure for Manufacturing purpose, Content Creation and gathered data of different footwear brands around globe.
 - **Physical Auditor at ZF (Sefam Private Limited), Lahore** (Oct 22 – Feb 23)
 - My responsibilities were rechecking the investigation officer works. Maintain the record of applicant financially, Visits of applicant houses and interview, presenting the report to CEO on weekly basis.
 - **Internship at ZF (Sefam Private Limited)** (July 22-Oct 22)
 - Operations & Accounts department
 - Responsible for Journal Voucher, Cash Payment Voucher, Bank Payment Vouchers, Daily Field Work and Time Management, Visits of Applicants' Homes, applicant. Data Entry for all the work from Operation to Accounts Department.
 - **Cashier and Customer Service at "Cosa Nostra"** A project of Raziq Group (May 2019-March 2021)
Daily Data for Managed finances, handled daily sales operations, managed inventory, processed card and cash transactions, operated Point of Sale (POS) machines, and provided excellent customer service, Table Reservation etc.
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Qualifications:

- **National College of Business Administration & Economics, Lahore Pakistan (2020 –2024)**
 - Bachelor of Business Administration (BBA Hons)
 - Cumulative CGPA: 3.28 out of 4
 - Majors : Marketing and Business Administration
 - **Government College for Boys Gulberg, Lahore (2016 – 2018)**
 - Intermediate (I.C.S Physics)
 - **City District Government Boys High School, Islampura, Lahore (2014 – 2016)**
 - Matriculation (Science)
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University Projects:

- 5-year historical analysis of Pakistan Stock Exchange (PSX) with focus on Banking sector
 - SWOT analysis of Samba Bank Pakistan
 - Highlight the main issues of **Nishat Mills Apparel Division** including work wear
 - A brief report of Business strategy on Toyota Yaris Pakistan
 - Digital Marketing strategies proposed for **Stylo Pakistan (footwear industry)**
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Online Certificates Attained:

- MS Office Management, Digital Marketing, Graphics Designing
 - Financial Literacy Training Program
 - E-mail Writing Certificate from “Cousera”
 - Social Media Marketing from “Coursera”
 - Digital Volunteer & Ambassador for Al Khidmat Foundation, Pakistan
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Soft & Hard Skills:

- Microsoft Excel / Word / Power Point Presentation
 - Point of Sale (POS)
 - SPSS Portal
 - Oracle
 - HIS / GHI Insurance Portal
 - Data Entry
 - Business Development
 - Strong interpersonal and communication skills / Time Management / Organizational Experties
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Languages

- English
 - Chinese
 - Arabic
 - Urdu
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