

NAYAB NIZAR

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EDUCATION

Bachelor of Science, Business Administration

05/2023

Georgia Institute of Technology

GPA: 3.88

WORK EXPERIENCE

Cashier, Home Depot (Buford)

07/2020 – 10/2021

- Provided customers with fast, friendly, accurate and safe service
- Processed checkout transactions (and, if needed in high traffic hours, return transactions)
- Monitored and maintained the Self-Checkout area
- Provided customers with information and identified selling opportunities.
- Ensured that the front-end of the store was kept clean and sanitized according to health guidelines
- Promoted Home Depot credit cards and on-going promotions

Internship, Standard Chartered Bank Ltd. (Karachi, Pakistan)

05/2021-07/2021

- Worked under several departments – loan, credit/debit cards, personal/business online banking, bill payments
- Assisted in weekly and monthly reports
- Collaborated with senior staff in analyzing client's financial reports
- Performed customer bill payment transactions
- Assisted customers through online credit/debit card application process

Assistant Manager, Little Caesars (Lilburn)

05/2019 – 07/2020

- Supervised restaurant employees to ensure they perform their responsibilities
- Promoted catering to boost sales
- Monitored and maintained the cleanliness throughout the store
- Ensured the food health guidelines are followed by all employees
- Performed daily and weekly inventory
- Order inventory online and coordinated with several vendors

SKILLS

- Expert in Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- Advanced in Tableau Prep and desktop, RStudio, Python, SQL, Gephi
- Fluent in English, Urdu, Hindi
- Critical thinking, problem solving, team collaboration and time management

AWARDS/RECOGNITIONS

- Dean's List Fall 2019
- President's List Spring 2020-2021
- Top 15% of class recognition Fall 2020
- Cashier of the Month October 2020, November 2020, April 2022

VOLUNTEER/ACTIVITIES

- Financial Officer, Transfer Student Association 09/2021-Present
- Finance Department, Student Government Association 10/2021-Present
- Computational Finance club member 09/2020-Present
- Senator, Student Government Association at GGC 08/2019-05/2021
- Vice President of Activities, Four Pillar Society 08/2020-05/2021
- Volunteer at Red Cross (administrative department) 09/2019-02/2020
- Treasurer, MCAT prep club 08/2020-05/2021