



# MUSSARAT BIBI

## About Me

I am a versatile, self assertive and a hardworking professional looking to contribute my personal skills and strength in a dynamic organization, with leadership qualities who take interest in what I do and strive to achieve the objective. I am an individual who believes in teamwork.

## CONTACT



+92304 5867337



mussaratabbasi232@gmail.com



Islamabad, Pakistan.

## LANGUAGE

- English
- Urdu
- Hindi

## SKILLS

Observation  
Decision making  
Communication  
Multi-tasking  
Punctuality  
Adaptable  
Verbal Communication  
Organized

## COMPUTER SKILLS

- Text Processor
- Spreadsheet
- Slide Presentation
- Microsoft Word
- Microsoft Excel

## EDUCATION HISTORY

### Bachelor of Computer Science

University Of The Punjab , Lahore.

### Intermediate

Fedral Board Of Intermediate and  
Secondary Education , Islamabad.

## WORK EXPERIENCE

### • Receptionist :

5 Years Receptionist Data Entry at  
Gray Mackenzie Restaurants.

### • Teaching :

3 years Teaching Experience.

### • Customer Service :

Customer Service and Telesales experience at  
call centre.

## CERTIFICATES

First AID + CPR 3 months Certificate Course.