

## OBJECTIVES

To obtain an entry-level position in a reputed organization, where i can utilize my education and management skills

## EXPERIENCE

8/2008 - 3/2010

### Head Girl

At **Al-Manar Model School, Karachi**

Supervised the nursery class students as head girl and assisted them in art works

7/2017 - 6/2018

### Helping Teacher

At **Al-Manar Model School, Karachi**

Assisted students with the class teacher and helped them with drawing assignments and art works

7/2018 - 12/2018

### Bancassurance Sales Executive (BSE)

At **Jubilee Life Insurance, Karachi**

Junior Executive level in the Bancassurance Department, HMB-Karachi

1/2019 - 12/2023

### Daraz Online Seller

At **Daraz.pk**

I am running my business by selling and managing products on Pakistan's largest and most popular e-commerce digital platform Daraz.pk

## QUALIFICATIONS

3/2013 - 8/2017

### Graduation, Bachelor in Business Administration (BBA) in Human Resources

From **Indus University, Karachi**

9/2010 - 9/2012

### Intermediate, Higher Secondary School Certificate (HSSC) in Commerce

From **Shahrah e Liaquat Govt, College For Women, Karachi**

8/2008 - 3/2010

### Matriculation, Secondary School Certificate (SSC) in Computer Science

From **Al-Manar Model School, Karachi**

## SKILLS

### Technical Skills

Operating Systems: Windows XP/Vista/7/8, Basic HTML, Microsoft Office (Excel, Word, Outlook, PowerPoint), Internet

90%

### Management Skills

- ✓ Time Management, Team Working, Multi tasking, Strong verbal and personal communication skills

## ACHIEVEMENTS

3/2013

### Certificate of Participation

From **Aawaz Institute of Media Sciences (AIMS), Karachi**

(Workshop T.V journalism in the Contemporary Era)

4/2015

### Certificate of Achievement

From **INJAZ Pakistan, Karachi**

(Boosting your EMPLOYABILITY)

9/2016

### Certificate of Participation

From **Dawood Global Foundation, Karachi**

(EDUCATE A GIRL)

## LANGUAGES

- ☒ **English**  
Expert
- ☒ **Hindi**  
Expert
- ☒ **Urdu**  
Expert
- ☒ **German**  
Basic

## INTERESTS

Administration, Customer Services, Virtual Assistant, E-commerce, Remote Jobs, HR Employees Relationship, Banking, Front Desk Officer

## PERSONAL INFORMATION

<b>Father's Name</b>	Muhammad Ali	<b>Date Of Birth</b>	23/10/1990
<b>Nationality</b>	Pakistani	<b>Marital Status</b>	Married (SPOUSE VISA)

## REFERENCES

Request On Demand