

SADAF SHAHID

Date of Birth

27-11-2001

Father's Name

Shahid Ahmad

Marital Status

Single

Nationality

Pakistani

Permanent address:

Quaid Azam Town Sialkot
Road, Mohallah Bhiku Pur
Gujranwala

E-mail

Sadafshahid424@gmail.com

Telephone #

Cell : 0325-1026032

Languages

- English
- Urdu
- Punjabi

Hobbies/ Activities

- Traveling
- Reading Books
- Leadership

OBJECTIVE

To get challenging position in reputed organization, where I could enhance my skills more professionally and effectively. Through hard working dedicated and honestly, I wish to be a better opportunity in future of a prestigious organization

ACADEMIC QUALIFICATION

- | | |
|----------------------|----------|
| ➤ Matriculation | 2017 |
| B.I.S.E GRW | |
| ➤ F.A | 2019 |
| B.I.S.E Gujranwala | |
| ➤ B.A | 2023 |
| AIOU Islamabad | |
| ➤ BS (Islamic Study) | Continue |
| AIOU Islamabad | |

Work Experience

- **Internship**
3 months experience as Digital Marketer and SEO Engineer from Green System Gujranwala.
- **Front Desk Office**
7 months experience as Receptionist in Software House Gujranwala.
- **Super Checker**
Duty as a Super Checker in BISE Gujranwala

OTHER DIPLOMA

- 6 months Graphic Designer
- 3 months MS Office Course.
- 3 months Computer Accounts Course.

SKILLS AND ABILITIES

- Ability to accept challenges
- Strong Communication & management Skill.
- Basic Computer Skills
- An objective oriented approach towards performance

FIELDS OF INTEREST

- Project Management
- Office & Team Management.