**Samina Mukhtar**

**Address:** Near Al-Furqan Masjid, Commercial Market rawlpindi

**Distract:** Rawalpindi

**Email:** [samina.mba7308@iiui.edu.pk](mailto:samina.mba7308@iiui.edu.pk)

**Tel:** 0343-6600625

## Dear Sir,

As a Master of Business administration, having skills in Business administration and management, strong communication, interpersonal ,initiative administrator and problem solving with a Good Experience in Project management, Event management, Customer services and Interpersonal skills. I am confident that my **education** will contribute to the **Progress & Future Development** of this Company.

I take the responsibility very seriously, and will work hard to develop mutual trust and respect with the Collogues and the administration.

Along with my skills I will bring a creative positive energy to the Company, accompanied by a desire and willingness to work with others to achieve a common goal. I am confident that I will become a valuable member of your team.

I would welcome the privilege of meeting with you and discuss any appropriate position that you may have available. Further details of my education and skills and experience is in the next few pages.

Thank you for your time and consideration.

**Sincerely,**

**Samina Mukhtar**

**Education:**

|  |  |
| --- | --- |
| **Timeline of education** | **Institute** |
| **2016-2019** | International Islamic university Islamabad  **Master’s in business administration(MBA)** |
| **2014-2016** | Superior college M.B.Din  **Bachelor of commerce(B.com)** |
| **2009-2011** | Government College for women Mandi Baha Uddin  **Faculty of science (F.sc)** |
| **2006-2008** | The vision hall school Murala  **Secondary education in science group** |

**I have attended multiple workshops and conferences:**

|  |  |
| --- | --- |
| **Name of conference or workshop** | **Purpose** |
| Seminar on financial and economic prospect of CPEC on economy of Pakistan. | Purpose was to see future of economic view of CPEC. |
| Launching of new brand | Marketing department organize to develop interest in launching new brands |
| Role of women in developing networking and political skills | Organize this seminar to highlight women role in development of political skills. |
| Fun Gala | Organizer of fun gala in department to develop cultural values |

**Verbal communication:**

* English
* Urdu
* Punjabi

**Computer skills:**

* Introduction to computer
* MS office 2007/2013
* Internet and Email

**Extracurricular Activities:**

* Book Reading and Newspaper

**Experience:**

12 weeks internship at national Bank of pakistan

6 months of experience as a **Store Incharge** in Sony Distribution.

Working **as Accounts Officer** at Falcon Management Company Pvt Ltd

**Personal Information:**

Father’s Name Mukhtar Ahmed

Date of Birth 15-11-1992

Religion Islam

Nationality Pakistani

Gender Female

Marital status Unmarried

CNIC # 34402-6001421-4