

# IQRA NAZ FAQEER HUSSAIN

ADDRESS: HOUSE NO 3 STREET NO 1 TENZI ROAD LYARI KARACHI

EMAIL: zoyapari993@gmail.com

CELL: 03112553572

---

## OBJECTIVE:

I seek challenging opportunities where I can fully use my skills for the success of the organization...

## ACADEMIC DETAILS:

- **MATRICULATION** (Medical Science)2017  
Government Girls Secondary School
- **INTERMEDIATE** (Pre Medical)2020  
SMB Fatima Jinnah College
- **GRADUATION** (ADA) 2023  
Government College for Womens

## JOB EXPERIENCE:

- **RECEPTIONIST AND TELEPHONE OPERATOR** (December 2021 till to date)  
DEWAN ISHTIAQ GROUP OF COMPANIES
- **TEACHING** (May 2017 to October 2017)  
Private School

## JOB

## RESPONSIBILITIES:

- To maintained receptionist area
- Handle PABX
- Receiving courier
- Attending phone calls
- Maintain telephone directory

## COMPUTER SKILLS:

- **MICROSOFT OFFICE** (Excel , Word ,PowerPoint)
- **WEB DEVELOPMENT** (Html , Css, Typescript)

## STRENGTHS:

- Ability to work under pressure
- Team working
- Time management

## PERSONAL DETAIL:

<b>Father Name</b>	:	Faqeer Hussain
<b>C N I C</b>	:	42301-2869193-0
<b>Date of birth</b>	:	9/12/1998
<b>Religion</b>	:	Islam
<b>Nationality</b>	:	Pakistani
<b>Marital status</b>	:	Single

## REFERENCE:

Will be refer on demand

