



**"I Am An Enthusiastic, Energetic And Dynamic Individual With Interpersonal Skills, Looking For A Challenging & Rewarding Platform In Department That Would Utilize My Personal Skills & Also Provide An Opportunity For My Personal Growth & Career Development".**

## PERSONAL INFORMATION:

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Date of Birth: March, 03, 2001  
Father name: Habib-Ur-Rehman  
Domicile: Peshawar, Pakistan.  
Marital Status: Single  
Religion: Islam  
Nationality: Pakistani  
Language: English, Urdu, Pashto.

## EDUCATION CAREER:

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Matric (Science) Warsak Model School & College Peshawar 89% marks  
FSC (Pre-Engineering) 2018 B.I.S.E Peshawar Jinnah College For Women  
University Of Peshawar 75% marks  
BS Computer Science & IT 2020 till date 8<sup>th</sup> semester

## EXPERIENCE:

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1. 2 months teaching experience at Iqra tul atfal school Shagai Peshawar.  
All subjects 4<sup>th</sup> class.
2. 2 years Job Experience in Bacha Khan Trust Educational Foundation as an  
internee in Management department and finance department

Contact: +923092238181

Permanent Address: Hassan Garhi 2, Shami Road, Peshawar

## **JOB DESCRIPTION:**

Writing meeting minutes, social media management, library management, keeping record of monthly expenditures and assets, Record keeping, Files management, generating weekly monthly progress reports, Organizational annual report generation.

3. 8 months at GS GLOBAL as sales executive and manager for online selling company junior envogue.

## **JOB DESCRIPTION:**

Website management, Social Media Management, Content Writing, designing posters, Customer Support, Communication, Warehouse and stock management, Meta suit Ad management, Strategies for increasing sales.

## **CERTIFICATION / TRAININGS:**

- ✓ Introduction to software Programming and Database
- ✓ Supervised Machine Learning Regression and Classification
- ✓ Speak English Professionally in person, online and on the phone call.
- ✓ International Mathematics Contest Training
- ✓ 100% attendance in school
- ✓ A+ marks in 9<sup>th</sup> and 10<sup>th</sup> class
- ✓ badminton

### **Participation Certificate:**

1. Political Leadership, Democracy and Active Leadership
2. 3 Days Training & Conference on Confidence Building& Public speaking “CPS” Organized by Social Welfare & Awareness Society in May, 2014
3. Certificate of completing 5-days teachers training course in “Bacha Khan Reading Skills Development Program” from May 1st to May 5th, 2018
4. 100% attendance at school
5. Securing A+ in SSC.
6. Participation at co-curricular activities
7. Workshop for women empowerment

## **SOFTWARE:**

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MS PowerPoint, Canva, Figma.

PROGRAMMING LANGUAGES: C++, JAVA, HTML, CSS, JavaScript.

## **PERSONAL SKILLS:**

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- Project Management
- Digital Marketing
- Social Media
- Customer Support
- Communication
- Time Management
- - Approachable
- - Effective Group & Individual workability
- - Active Listener
- - Motivation
- - Negotiation
- - Leadership Quality
- - Quick learner
- **REFERENCES WILL BE FURNISHED ON REQUEST**