**Aisha Shafi Hashmi**

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**Career Profile/Summary**

My sixteen plus years of formal education culminating in a BBA from one of the top business schools gave me the opportunity to launch my career on a solid base. Almost one years of work experience has given me the flavor of an accomplished, self motivated, and results driven CS & administrative skills with the expertise in customer support, HR/Admin management, account management and proven ability to be a role of professional activities. My exceptional communication skills demonstrate success building relationship with upper management of top public/private sector organizations. Current projection of my career reflects through continuous skill development in the fields of business and attainment of quantifiable defined objectives. Key words to the technologies are indicative of the fact that I have what it takes to be a successful business manager.

**Professional Highlights**

* Project Management
* HR & Admin Functions
* Pre/Post Sales Customer Support
* Proposals
* Business Presentation
* Business Communication
* Leadership
* Computers
* Event Management
* Account Management
* Team Management
* Training Functions

## Education

BBA January 2012

Riphah International University

F.Sc July 2007

Mashal Degree College for

Women

## Experience

* Internship in Gunj Glass (08 months)
* Internship in Bank Alflah (06 Weeks)

## Personality Traits

* Analytical/Methodical thinking.
* Fast problem & dilemma solving attributes.
* Ability to work under widespread pressures & meets up deadlines.
* Ability to lead & work in a teamwork environment.

## Skills

## Skill Name Skill Level Last used Experience

Team Work Professional Currently Using 1 Years

Computers Semi-Expert Currently Using 1 Years

Communication Skills Professional Currently Using 1 Years

Event Management Professional Currently Using 1 Years

## Computer Skills

MS Windows, MS Office (MS Word, MS Excel, MS Access), Internet (web browsing & email handling), MS DOS, System Analysis & Design. Adobe Photoshop

## Referees

Available on request