**Name: Fizza Shakeel**

Email:fizzashakeel1994.fs@gmail.com

Mobile:0324-3224226

**Objective**

**To create a profile that includes knowledge, experience and enhancement in my professional carrier abilities and refinement in my skills and personality.**

**CAREER HIGHLIGHTS**

**Organization Job Tittle Period**

Silver Oaks School and College Campus Administrator 17-03-2016 till 30 September 2017

Attock Group of Companies Internee Finance department 01-07-2015 till 15-09-2015

**JOB RESPONSIBILITIES**

* **Working on microsoft Office 365 for maintaining data.**
* **Working on Smartyfy software.**
* **Handling of Excel and Word :**
* **Worked on microsoft excel and word for keeping staff and students data.**
* **Sending day to day reports and emails to relevant line manager .**
* **Handling of campus issues .**
* **Parental communication and dealing related with admission and vacancies**

**QUALIFICATION PROFILE**

**Cost and Management Accountant Year**

(ICMAP) 2013

**Bachelors of Commerce (In Process)** **Year**

(Punjab University) 2017

**Seminars/Workshop details**

**Year**

* Short Spoken English Course 2014 From ICMAP 2014
* MS EXCEL 2013 ( Intermediate Level ) From ICMAP 2013

**SKILLS**

* MS Word,
* MS Excel,
* MS Power Point
* Office 365
* Microsoft Excel
* Microsoft Word
* Microsoft Powerpoint
* C Language
* Oracle Financial
* Maximo
* Smartfy school management software
* Email, Internet, Webmail

**PERSONAL INFORMATION**

Date of Birth: 13-07-1994

Language: English (Proficient) Urdu (Proficient)

Nationality: Pakistani

**REFERENCE**

Shall be furnished