**Zahra Zafar**

21/7/1991

Zee7667raja@gmail.com

Mobile # 03490578507

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| Permanent Address | Ghouri Town Phase V Islamabad |
| Present Address | Islamabad |
| **Objective** | |
| To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest. | |

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| **Academic Details** | | |
| **Degrees/Course** | **Institution** | **Year of Passing** |
| Matriculation (Pre-Medical) | Rawalpindi Board | 2006 |
| F.Sc (Pre-Medical) | Rawalpindi Board | 2008 |
| B.A Computer Science & Economics | University of Punjab | 2010 |
| MBA Finance | Virtual University of Pakistan | 2014 |
| Specialization (Human Resource Management | Virtual University of Pakistan | 2015 |
| Diploma Information Technology | Kanz-ul-Iman | 2015 |

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| **Work Experience** | | |
| **Organization** | **Designation** | **Duration** |
| Air Foundation School | Accountant (Internship) | April 2011-July 2011 |
| State Life Insurance | Office Assitant | Aug 2011- Nov 2011 |
| New Alhijrah Postgraduate College | Lecturer | Sep 2011-Oct 2013 |
| Askari Bank Limited | Internship | April 2014-July 2014 |
| Alhijrah Islamic High School | Admin Officer | Sep 2014- Nov2016 |
| Kanz-ul-Iman School | Admin Officer +( Search Engine Optimization) | Dec 2016-July 2017 |
| Translation Services | Front Desk Officer ( Search Engine Optimization) | Aug 2017-Still |
| Online Seo(PPSC FORUM) | ( Search Engine Optimization) | Aug 2017-March 2018 |
| Online Seo(Inzitechnology) | ( Search Engine Optimization) | 1st Feb 2018-3rd April 2018 |

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| **Field of Interests** |
| * Information Technology * Microsoft Office * Search Engine Optimization * Ad Posting * Management * Administration |

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| **Hobbies** |
| Internet Surfing |

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| **Strength** |
| * Microsoft Office * Seo * Adobe Photoshop * Administration |

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| **Declaration** |
| I hereby declare that the above furnished information is authentic to the best of my knowledge |

Date: 14/10/2017

Location: Islamabad