

FAREEHA AZIZ

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Lahore, PAKISTAN

SUMMARY

I am very punctual and well-mannered. I always complete my given tasks effectively and efficiently within time to meet deadlines. I always respond and update my clients regularly about their work and inquiries. I always work hard to provide the best services to my clients. I have the ability to work well in a team. I demonstrate a positive attitude and develop a sense of self-motivation.

SKILLS

- *Content and Article Writing*
- *CV Writing*
- *Creative Writing*
- *Data Entry*
- *Listing of products on Websites for sale*

EXPERIENCE

Content and Article writing

XAMEER Technologies, Lahore, Punjab (July 2021- Dec 2021)

- *It was my first job and learning platform where I improved my writing ability and I learned a lot.*
- *I successfully overcame my targets.*
- *I created various SEO Articles.*
- *I explored WordPress and Content Management Systems.*

Accounting and Finance (Data Entry)

Umer International Trading, Lahore, Punjab (Oct 2021- Dec 2021)

- *It made me perfect in day-to-day journal entries and in maintaining ledges.*
- *I prepared monthly management accounts and financial statements for the year-end.*

Umer International Trading, Lahore, Punjab (May 2020- Nov 2021)

- *I did effective product listing on Amazon and ebay.*
- *It made me perfect in product listing.*

EDUCATION

Punjab Group of Colleges, Lahore, Punjab
Completed course towards FSc Pre Medical

Virtual University, Lahore, Punjab
Department of Biological Science
Presently Studying **BS Biochemistry**