



# NEELAM YASIN

## PROFILE

*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

## 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***

## 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.*