

# **GULSHAN NASREEN**

## **OBJECTIVE**

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

---

**I** Seeking a challenging growth oriented position in a reputable and progressive academy that offers a challenging and dynamic environment, a stable career path and an opportunity to apply my qualification to the fullest and prove my skills.

- Nationality : Pakistani
- Religion : Islam
- Marital Status : Single
- E-mail Adress : [gbaloch339@gmail.com](mailto:gbaloch339@gmail.com)
- Contact : +92 3047923657

## **QUALIFICATIONS**

---

EXAM	BOARD
Matric	D.G Khan (2008)
D.Com	PBTE Lahore (2010)
B.Com	University Of Sargodha (2012)
B.Ed	G.C University Faisalabad (2014)
MCS	G.C University Faisalabad (2018)

## **EXPERIENCE**

---

- ❖ 2 Years Working Experience as Computer Operator.
- ❖ 3 Years working Experience As a Admin Officer in Afro-Asian Institute, Lahore
- ❖ 2 Year working Experience as Admin Assistant
- ❖ 2 years Data Entry Experience.
- ❖ Resume Writing

## **SKILLS/HOBBIES**

---

- ❖ M.S Office
- ❖ Books Reading
- ❖ Internet Searching
- ❖ E-mail Marketing
- ❖ Freelancing

- ❖ Data entry
- ❖ MS Word
- ❖ SEO
- ❖ Social Media Marketing