

CV (CURRICULUM VITAE)

MY PERSONAL INFORMATION

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OBJECTIVE

To obtain a challenging position where i can use my skills and gain more experience

EDUCATION

Matriculation-- H.H Girls school

Intermediate-- Khatoon-e-Pakistan Girls college

SKILLS

- **Strong communication**
- **Time management**
- **Computer skills**
- **Team work and collaboration**
- **Problem solving and adaptability**

EXPERIENCE

Administrative Assistant in Spring field ltd
JUNE 2021--AUGUST 2024

- **Managed office documentation**
- **Assisted in scheduling meetings**
- **supported staff with administrative tasks**

HOBBIES AND INTERESTS

- **Reading self-development books**
- **traveling and exploring new cultures**
- **playing Badminton**

QUOTES

Success is the sum of small efforts, repeated day-in and day-out." — Robert Collier,