

Gained practical experience in managing office operations, including organizing schedules, handling communications, and maintaining records. Developed strong organizational and multitasking skills, ensuring efficient and smooth workflow in a professional environment

## EDUCATION

### BA AIOU

01/2021 - 12/2022

Lahore ,

#### Courses

- Completed a Bachelor of Arts degree with a focus on Education, Economics, and Computer, developing strong analytical and communication skills.

## WORK EXPERIENCE

### OFFICE MANAGMENT NGO IMWU

02/2016 - Present

Lahore , Pakistan

Efficiently managed office operations, including scheduling, communications, and record-keeping.

## SKILLS

MS-OFFICE

INPAGE

COREL DRAW

GRAPHIC DESIGNER

CANVA

EVENT ORGNIZER

## ORGANIZATIONS

International Muslim Women Union (IMWU)

## CERTIFICATES

PowerPoint , Inpage , World , Excel , CorelDRAW  
(02/2013 - Present)

## LANGUAGES

Urdu , English , Punjabi

Native or Bilingual Proficiency

## INTERESTS

Presentations

typing

travel

Communication

Managment

Event Organizer