

# Maheen Arif

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## About Me

A professional with an attitude dedicated to honesty, hard work, and punctuality. Dynamic, with a quest for knowledge and growth. Possesses the ability to learn new things quickly and work under pressure.

## Skills

- Office Automation
- PC Service
- HTML, CSS, JavaScript & TypeScript

## Education

BCom. | 2<sup>nd</sup> Division | 2019-2023 | Karachi University.

Inter [Commerce] | 69% | 2016-2018 | Khursheed Government Girls Degree College.

Matric [Commerce] | 70% | 2016 | Muslim Primary and Secondary school, Karachi.

## Personal Qualifications / Certifications

- English language Course from RLCC
- Office Automation Course from RLCC
- PC Service Course from RLCC
- Artificial Intelligence (Currently enrolled in GIAIC)

## Work Experience

- **Teaching At Educators School:** 2 years of teaching experience of Primary Classes.
- **Computer teacher at RLCC:** 1.5 years of teaching experience as computer teacher at RLCC.
- **Home Tutor:** 3 years Professional Experience of teaching kids at home.

## Personal Information

- **Nationality:** Pakistani
- **Religion:** Islam
- **Mother tongue:** Urdu and English
- **Status:** Single