



# AMNA AFZAL

---

## PROFESSIONAL SUMMARY

A highly skilled professional with expertise in communication, social media marketing, and programme development. Demonstrates proficiency in Google Workspace and web development, with a strong ability to remain calm under pressure. Adept at public speaking and upselling, with a proven track record in marketing. Career goals include leveraging these skills to drive impactful marketing strategies and programme initiatives.

Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion.

---

## CONTACT

- 📍 LAHORE CANTT, PAKISTAN
  - 📞 03249751520
  - ✉️ amnamughal000444@gmail.com
- 

## SKILLS

- Communication skills
  - Social media marketing
  - Google Workspace
  - Marketing
  - Programme development
  - Upselling
  - Calm under pressure
  - Public speaking
  - Knowledge of Web development
  - Team building
- 

## PERSONAL DETAILS

**Nationality:** PAKISTAN

**Marital Status:** Single

**Gender:** FEMALE

**Religion:** ISLAM

---

## LANGUAGES

### Urdu

---

Native

National language

### English

---

Beginner

understand English

---

## WORK HISTORY

### Online work social media groups

03/2024 - Current

- Carried out day-to-day duties accurately and efficiently.
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.
- Successfully delivered on tasks within tight deadlines.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Supported team by demonstrating respect and willingness to help.
- Worked flexible hours, covering nights, weekends and bank holidays.
- Offered friendly, efficient customer service and handled challenging situations with ease.

### Teaching assistant in primary school

05/2023 - 11/2024

**LAHORE GRAMMER SCHOOL HARBUNSPURA** - HARBUNSPURA LAHORE CANTT, PAKISTAN

- Incorporated technology into lessons improving children's ICT skills.
- Contributed to the development of school policies aimed at enhancing teaching methods and techniques.
- Conducted regular reading sessions promoting literacy amongst young learners.
- Assisted with the marking of pupils' work, providing constructive feedback where necessary.

---

## EDUCATION

### High School Diploma: (2019-2021)

Metric Computer Science

**City District high school for Girls** - Harbunspura Lahore

### Intermediate ICS : (2022-2024)

**LGS Group of college for Girls** - Harbunspura Lahore

**Diploma:** Basic web development, 02/2024 - 07/2024

**Society College of Computer Science** - Mughalpura Lahore

**Diploma of Education:** Computer Application Course , 2023 – 2024

**Women Empowerment Centre** - Hurbunspura Lahore

**Diploma:** Html css / JavaScript

**PNY TARININGS (IT Training Institute)** - Arfa Software Technology Park Ferozepur Road

---

## HOBBIES AND INTEREST

- I HAVE INTEREST IN COMPUTER WORK AND SELLING ONLINE PRODUCT
- MY HOBBY IS COOKING