



CONTACT

LAHORE CANTT, PAKISTAN
03249751520
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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

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.

WORK HISTORY

Online work 03/2024 - Current
social media groups

- 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 - Mughalpur Lahore

Diploma of Education: Computer Application Course, 2023 - 2024
Women Empowerment Centre - Harbunspura 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