

Iqra Khan



🏠 Address: Farhan 'G'/201, Next to Abdullah Patel Jr. Girls College, Mumbra, Thane-400612.

☎ Contact: 8097924214 / 9820150171

✉ Email Id: iqra.rk2001@gmail.com

📅 DOB: 04/04/2001

👤 Gender: Female

Nationality: Indian

👤 Martial Status: Unmarried

OBJECTIVE

Seeking a challenging position in a competitive work environment, where I can learn and use my knowledge and personal attributes to contribute to the development of an organization.

Work Experience



Admin • SPRJ Kanyashala Trust

November 2020 - Present

SPRJ Kanyashala Trust is a non-profit organization which has worked for the betterment of society since 1924.

My Role:

Managing projects, Maintaining data, Donation management, Accounts maintenance, Content Writing, Mailing & Drafting, Events management, Statements & Vouchers Making, Presentations, Report Making & Coordination with the staff

Education



2019 - 2022

Smt. P.N. Doshi Women's College

Bachelor of Computer Applications

82.60%

2017 - 2019

Mesco Crescent Jr. College

XIIth Science

62.62%

2016 - 2017

Queen Mary's High School

Xth

76%

Skills

- MS Office (Word, Excel, PowerPoint)
- HTML, CSS & JavaScript
- WordPress Design
- CorelDraw
- Social Media Handling

Languages

- English
- Hindi
- Urdu
- Marathi