

ANABIA AMIR
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▼ Objective

My aim is to work in a stimulating environment where I can apply and enhance my knowledge and skills to serve the firm my best effort. Also I want to enhance my experience in your institute

▼ Experience

Leadership School Designation:

Play group teacher. Dated: 3/7/2020 - 28/2/2021
Karachi, Pakistan

Responsibilities:

- Helping kids to grow better and learn.
- Punctual on Time

Aligarh institute of technology:

Admission Marketing manager(internee)
Dated:2023

3 years home tuition experience for Kg-grade 5

▼ Education

- **📄 B.B.A (Bachelor in Business Administration)**

2022-2024(2 years)
Sir Syed University of Engineering and Technology
Karachi, Pakistan.

Further completing from Virtual university of Pakistan(virtually from Riyadh)

📄 Intermediate (commerce):

2018 to 2019
Khatoon - e - Pakistan Govt. Degree Girls College, Karachi, Pakistan.

📄 Matriculation (Science)

2016 to 2017,
Karachi public school, Karachi ,Pakistan



▼ Communication

LANGUAGES:

Fluent English

Urdu

Basic Arabic

EXPERIENCES

I am good at verbal communication as well as written communication. I have interpersonal skills for teamwork and collaborations.

Confident communication helped me to achieve my goals and desired projects.

▼ Leadership skills

Experienced good skills in

Team management ,decision making and delegations

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▼ References

Will be finished as required.