

# KIAYNAT BASHIR

SABZAZAR SCHEME MULTAN ROAD, LAHORE

Cell: 0333-4630932

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## OBJECTIVE

Ability to be a team player and able to perform in a pressurized working environment and effectively prioritize job responsibilities. Well-groomed personality and flexible to adjust with any change, can bring to your organization, professionalism and enthusiasm with willingness to learn and deal with constant challenges and leading change. Aim to work and grow with a team.

## Experience

<b>Analytics (Pvt) Limited</b>	Admin Officer	Feb 2019 to Mar 2022
<b>Naw-e-Waqat News Channel</b>	Intern	6 Weeks

## ACADEMIC QUALIFICATION

**B.S.C (Hon's) Political Sciences (2015-2019) (GPA 2.93)**

Lahore University of Women Lahore

**F.A – 2015 (1<sup>st</sup> Division)**

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, LAHORE

**Matriculation – 2013 ((1<sup>st</sup> Division))**

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, LAHORE

## COMPUTER SKILLS

- Certificate in Office Manager
- MS Word, Power Point & Excel usage.
- Internet Mailing.
- Proactive Approach

## PERSONAL INFORMATION

Father's Name	:	Bashir Ahmad
Date of Birth	:	23-3-1998
Gender	:	Female
Religion	:	Islam
Domicile	:	Lahore, Punjab
Nationality	:	Pakistani

## Reference

Will be furnished on demand