



# Shumila Altaf

Lecturer

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Lahore, Pakistan

## Summary

I desire to get further growth in my career. I can use my knowledge/skills enthusiastically, practically and effectively for the betterment and development of Organization.

## Experience

- Feb 2017 - Present
- Lecturer**  
Govt post Graduate College Samnabad, Lahore, Pakistan
- I have a great working experience with this institution.
- Oct 2016 - Nov 2016
- Data Entry Operator**  
SMZ Apparel Pvt Ltd, Lahore, Pakistan
- Learned alot of things one of them is ERP System. Most positive point of the job was to work in teams with staff and multi-tasking became my strength.
- Aug 2015 - Oct 2016
- Lecturer & CRO**  
Allaied School Canal View Campus, Lahore, Pakistan
- I had good communication with management and yes being a part of dramatic society was fun and most enjoyable part of my job. I personally learn alot there
- I am Responsible for Welcomes & greets parents.
- Organize Meetings and other variousactivities.
- Admission Dealing and file management
- Record keeping and register preperation
- cash collection

## Education

- 2016
- University of Central Punjab (UCP)**  
Masters in Commerce , MCOM  
Baking & Finance
- 2014
- Punjab College**  
Bachelors in Commerce , BCOM  
Banking,accounting

# Skills

Account Management Experience	3 Years	Internet Surfing & Mailng	4 Years
Leadership qualities	3 Years	Managing Small Teams - 1 to 5 People	3 Years
MS Excel	5+ Years	MS Office	5+ Years
MS Powerpoint	4 Years		

# Languages

Urdu

Expert

English

Expert