

AZKA GILLANI

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Address: Allama Iqbal Town, Lahore.

OBJECTIVE:

Looking for a long-term position where I can implement and develop my skills in the company. Experienced candidate in managing data and developing graphics.

EXPERIENCE:

➤ **JUNIOR SCHOOL TEACHER -ALLIED SCHOOL** **Jan 2019- Sep 2019**

Handled class activities on daily basis. Provided e-lectures to junior classes. Taught Oxford course to different classes.

➤ **TAXATION WORK- FBR (Part Time)**

I have worked with FBR by registration people, NTN and giving people a secure life.

➤ **FIELD ENUMERATOR-BUREAU OF STATISTICS** **Jan 2018-Mar 2018**

Attended training sessions of two weeks for MICS survey 2017. Constant contact with local leaders to sample households. Administering surveys to individuals to households through face to face interviews & organizing data in the field. Any other task assigned by the supervisor to make the project successful

➤ **INTERNEE -BUREAU OF STATISTICS, PUNJAB.** **Oct 2017-Jan2018**

Worked in Education, Agriculture, Data procession department mainly. Coded data and entering data to Fox Software. Assigned with report making and presented findings with data to supervisor. Worked on MS Excel and SPSS for data collection.

CERTIFICATIONS:

- Spoken English Certification, Tevta Lahore, 2019.
- Graphic Designing Certification, E-Rozgar Lahore, 2018.
(Logo building, Banner and Stationary design, Posters design, Brochures design, Flyers design, Business card design, T-shirt design Mugs design, Social media marketing, Calendar design)
- Word Press Web development Certification, Digiskills, 2019.
(Website design & UI design)

EDUCATION:

M.Sc (Statistics)	University of the Punjab-2017	1st Division
B.sc (Com & Stats)	University of the Punjab-2015	2nd Division
Intermediate (ICS Physics)	Govt. Wahdat college for women- 2013	1st Division
Matriculation (Science)	Unique high secondary school- 2011	1st division

SOFTWARES:

- IBM SPSS
- Coral draw
- Adobe photoshop cc
- Ms office

SKILLS

- Communication Skills.
- Organizational Skills
- Team work
- Quick learning skills
- Attention to details

REFERENCES:

Will be provided on demand.