

# CV

**IQRA QADIR**

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## OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth Along with the organization objectives.

## COMMUNICATION SKILLS

- English(fluent)
- Urdu(fluent)
- Arabic(Average)

## COMPUTER SKILLS

- Microsoft Word
- PowerPoint
- Outlook express s
- Micro s oft windows XP

## SOCIAL SKILLS

- Responsible and Organized
- Dynamic and Self motivated

## EDUCATION

### MSC (IT) 1ST DIVISION

- 2015
- UNIVERSITY OF EDUCATION (LAHORE PAKISTAN)
  - Software Engineering
  - Programming

### B.A 1ST DIVISION

- 2013
- UNIVERSITY OF PUNJAB (LAHORE PAKISTAN)
  - English(literature)
  - Arabic
  - Islamiat
  - Computer Science

## EXPERIENCE

- SUNSHINE SCHOOL
- TEACHING
- FEB 2018 – STILL WORKING
  - Computer v to x
  - Islamiat viii
  - Science
  - English

### AL-MADINA SCHOOL SYSTEM

- TEACHING
- FEB 2017 – DEC 2017
  - English
  - Urdu
  - Islamiat
  - Computer

### HR CORDINATOR

- MAM FOOD CO. – (DUBAI)
- MARCH 2016 – JULY 2016
  - Scanning and maintaining employees' soft and hard copy filing system.
  - Tracking employee's attendance.
  - Handling reception area as and when required.
  - Assisting HR Department and recruitment process.

## PERSONAL DETAIL

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### Father's Name

Abdul Qadir

### Marital Status

Married

### D.O.B

July-15-1993

### TEACHING

- HOME BASE
- 2013 - 2016
  - Home base.
  - All subjects

## CERTIFICATES

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- Certificate in computer MS (OFFICE)
- Certificate in Best student in Islamiat Subject.
- Certificate in English Spoken Course
- Certificate in PHP programming.
- Merit scholarship from HEC 2014
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## REFERENCE

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Reference available upon request.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.