

Qurratulain Khalid

Address: Flat E-16, Building No.23, Sector C Askari XI
Bedian Road Lahore Cantt
Mobile: 92 323 4948522
E-mail: qurratulainaeni@gmail.com

Objective

To contribute my efforts, knowledge and skills in
The progress of a dynamic Organization.

Personal Information

Father's Name: Muhammad Khalid Mahmood Qureshi
Nationality: Pakistani
Religion: Islam
Marital Status: Single
Date of Birth: 29-01-1989
NIC No: 35201-2077223-8

Professional Experience

- Six months spent as a CSR & BSE in UBL DHA branch Lahore. (2018)
- Three months spent as a volunteer in (TCF) The Citizen Foundation School. (2017)
- One year spent as a section head in junior campus of Lexicon school system Bedian road Lahore cantt. (2016)
- Five Years spent in Education Department of Syed Public School Bedian Road Lahore Cantt.(2014)
- Three months spent in created listing of skechers Goway shoes in Black thorne software.(2012)
- Three months spent as an Internee in HR Department of Alvi Associates as a HR Assistant manager.(2011)
- Three months spent as an Internee in Finance Department of BRAC International Micro Finance Program as a Credit Officer.(2009)
- One year spent in a Management Department in the Fabricoz Enterprises Company as a statistical assistant. (2008)
- Six months spent in Syed Public School Bedian Road Lahore Cantt. (2007)
- One day teachers training workshop experience from PERD (Pakistan Education Research & Development). (2007)

Education

2015

- Bachelors in Business Administration (BBA)
Virtual University of Pakistan

- Bachelors in Arts (BA)
Punjab University of Pakistan

2007

- Intermediate (I.C.S)
Lahore Board of intermediate & Secondary Education
Lahore.

2005

- SSC (Matric Science)
PAF Intermediate College Lahore Cantt
Federal Board of intermediate & Secondary Education
Islamabad.

Specialist Courses

Computer Proficiency course consists of following subjects

- MS Office
- Internet Browsing
- Hardware/software

Islamic Learning Course consists of following subjects

- The Holy Quran & Hadith
- Grammar

Skills

- Having concrete knowledge of Marketing and Management.
- Strong Interpersonal and Situation handling skill.
- Analytic Approach toward decision-making.

Hobbies

- Reading Books and gadgets
- Traveling/Shopping
- Cooking

References

Shall be furnished on demand.