

Maryam Asif

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OBJECTIVES

An individual applying has utmost desire to enhance my skills through your organization. Key strength is hard-working, punctuality and honesty. Tackle problems calmly and wisely. I am looking to be a part of an organization that offers potential for personal development and progression.

EDUCATION & TRAINING

Virtual University of Pakistan (continue)

- **Masters in HRM(Human Resource Management) (2019-2021)**

Punjab University College of Information Technology (PUCIT)

- **Certificate Course in Web & Graphic Designing(06-2019-09-2019)**

Punjab University Art & Design (2016-2017)

- **Professional Diploma in Textile Design (1st Division)**

Queen Mary College Lahore (2013-2015)

- **Bachelors of Arts (2nd Division)**

Punjab group of Colleges (2011-2013)

- **I.Com (Intermediate of Commerce) 1st Division**

Jaffery Public Model School (2009-2011)

- **Matriculation with Science (1st Division)**

WORK EXPERIENCE & EXPOSURE

IGI Life Packages Group (2017-2019)

- **Financial Advisor**
- ✓ **IGI Vitality Representative**

Ali Institute of Education (2018-2019)

- **IGI Life Trainer**
- ✓ **Teach and trained new batches about policy making and documentation**
- ✓ **Interactive Session with new comers**

COMPUTER SKILLS

- *Microsoft Office*
- *Adobe Photoshop CS6*
- *Graphic Designing*
- *SPSS*

SOFT SKILLS

- *Good verbal & Communication skill*
- *Time Management*
- *Leadership*
- *Active Listening*

INTEREST

- *Painting*
- *Art, Design& Creativity*
- *Managing and organizing*
- *Reading Books*
- *Playing Badminton etc.*

LANGUAGES

- *English*
- *Urdu*
- *Punjabi*