***CURRICULUM VITAE***

***Hajra Ali Malik***

*Email address*: *hajztaqo11@gmail.com*

*E-777,Ali park,Bedian road, Lahore.*

Want To Work In A Challenging Environment Where I Can Get The Chances Of Growth. Achieve Target And Competition Of All Given Assignment Well In Time With My Level Best, Hard Work, Determination And Sincerity With My Work.

***PERSONAL PROFILE***

FATHER'S NAME : ABDUL MAJEED MALIK

DATE OF BIRTH : July. 31, 95

RELIGION : ISLAM

NATIONALITY : PAKISTANI

MARITAL STATUS : MARRIED

***QUALIFICATION***

|  |  |  |  |
| --- | --- | --- | --- |
| ***QUALIFICATION*** | ***YEAR*** | | ***BOARD/UNIVERSITY*** |
| *M.A (ENGLISH )* | *2016* | | *UNIVERSITY OF EDUCATION* |
| *B.A.* | *2014* | | *P.U.(Lahore)* |
| *F.A.* | *2012* | | *FBISE(Garrison college for women)* |
| *MATRICULATION* | 2010 | *THE CATHEDRAL SCHOOL* | |

***COMPUTER SKILLS***

**COMPUTER APPLICATION AND OFFICE PROFESSIONALS COURSE(4MONTHS DURATION)**

From ***VOCATIONAL TRAINING INSTITUTE ,GREENTOWN LAHORE***(Govt. of the Punjab)

***COURSE CONTENTS:***

* *MS WORD*
* *MS EXCELS*
* *MS POWER POINT*
* *MS ACCESS*
* *INPAGE*
* *INTERNET &EMAIL*
* *WINDOWS INSTALLATION*
* ***Other Skills***
* *Content writing*
* *Essay writer*
* *GAT qualified (2016)*
* *Article writing*
* *Interior* designer
* *Fashion designing*
* *Content Editing*

***Hobbies***

* PAINTING/Drawing
* DECORATION(interior exterior)
* SPENDING TIME WITH FAMILY
* WEB SURFING

***Achievements***

* *Won 2nd prize in (LCB,WCB)*
* *Performed dramas and plays in university*
* *Taught aerobics*
* *Won prize in poster competition*
* *Trained and guided students for speech competition in school*

***Experience***

* *1year teaching experience of secondary classes in Dar e Arqam school*
* *English home Tuition from****(8th grade to bachelors level)****, Duration* ***(6 months)***

***Reference***

*Will be furnished on demand.*