**Amara Rashid**

Block B, street 19, house 12 Eden Value Homes, Multan Road Lahore

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**Objective**

##### To leverage my professional knowledge, interpersonal skills, and expertise in communication and general management, I am seeking a position in a reputed organization, for the growth and advancement of my career along with the achievement of organizational goals of prospective employer.

**Academic Qualifications**

**Masters of Philosophy in English (Literature) 2016**

My major subject has been English Literature and I have attended University of Lahore, Pakistan**.**

**Masters of Arts in English (Literature)** **2014**

From University of Lahore

**Bachelor of Arts 2012**

Form University of Punjab, Lahore

**F.Sc. – Pre-Medical 2010**

From Board of Intermediate and Secondary Education Lahore

**Areas of Interest**

* Communication
* Office management
* Teaching

**Skills**

* Flexible to adjust in any kind of IT environment.
* Knowledge of MS Word, MS Excel and MS Power Point
* Strong interpersonal and organizational skills
* Ability to work with others in a group towards a common goal.
* The ability to work in a multi-cultural environment.
* Adoptability.

**Extra-curricular Activities**

* Football
* Badminton

### References

### Reference will be provided when required