**Syeda Hijab e Zahra**

**PERSONAL PROFILE**

* Phone: 03324846605

**CAREER OBJECTIVE**

* Email: [syedahijab77@gmail.com](mailto:syedahijab77@gmail.com)
* Date of birth: July 7th 1996
* Gender: Female

Looking to get a starting position in a prestigious organization which provides the opportunities for career development and enhance my skills and utilize my knowledge in achieving the organizational goals.

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* Scholarship in 5th grade board exams.
* Scholarship from Punjab College on achieving A+ grade in matriculation.
* Annual scholarship from Punjab University for being top 5 student of the department of Political Science.
* Spoken English Certificate from Hallmark institute.
* Cash price in interdepartmental Kalam e Iqbal singing competition.
* Third Price in Intervarsity Naat competition held by COMSATS Lahore.
* Third position Cash Price in debating competition held on district level.
* Won Third cash price debating competition on District level.
* Team Leader at Go green movement of Political Science department.

**AWARDS AND ACHIEVEMENTS**

**PERSONAL SKILLS**

* **BS (HONS) | 2014 - 2018 | UNIVERSITY OF THE PUNJAB**

Major: Political Science

CGPA: 3.72/4.0

* **INTERMEDIATE | 2012 - 2014 | PUNJAB GROUP OF COLLEGES**

Major: Banking, Accounting, Economics (I.COM)

Division: 1st

* **MATRIC | 2010 - 2012 | THE EDUCATORS SCHOOL**

Major: Computer, Physics, Chemistry

Division: 1st

**EDUCATION**

* Excellent written and verbal communication skills.
* Highly organized and efficient.
* Ability to work independently or as part of a team.
* Proficiency in all areas of Microsoft Office including Word, Excel, Access & PowerPoint.
* Event Management skills.

Article writing

Creative writing

Drawing

Book reading