**Saira Zahid  *D/o* Zahid Ali Rathore**

***Ph:*** 0304-4092228, 0323-7514117

***House#6, Street#79, Shahdara Town***

***Lahore, Pakistan.***

**Personal Profile:**

* Religion Islam
* Nationality Pakistani
* Domicile Lahore
* Nic# 35202-3936383-8
* Marital Status single
* Email Address sairazahid0306@gmail.com

**Proficiency in Languages:**

* Urdu
* English
* Punjabi

**Objective:**

Pursuing a challenging career in a prestigious organization that warrants an opportunity to not only learn but also demonstrate skills acquired over the course of my professional studies and encouraging milieu that utilizes and develops my leadership and inter-personal skills to utmost.

**Educational Background:**

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| --- | --- | --- |
| **Bechlors of Business and Information Tecnology (BBIT)** | Virtual University of Pakistan, Shahdara, Lahore.  (3rd semester continued) | 2017 |
| **I.Com** | Board of Intermediate and Secondary Education, Lahore. | 2016 |
| **Matriculation** **(Science)** | Board of Intermediate and Secondary Education, Lahore. | 2014 |

**Other Qualifications:**

* **Diploma in Computer literacy Program** from **Pakistan Bait ul mal improvement centre for women, Shahdara Town Lahore.** 2018

**Computer Skills:**

* Microsoft Office
* In Page
* Internet

**Personal Skills:**

* Confident
* Excellent Temperament Level.
* Excellent Convincing Skills
* Good presentation skill
* Optimistic nature
* Creative and innovative.
* Able to work under pressure and meeting deadlines.
* Leadership Skills.

**Professional skills:**

I can perform well in the Department of Education and Teaching for all secondary grade students with great proficiency.

**Professional Experience:**

* Worked as a **Pre School Teacher** for 1 year at **The Educators School,** Shahdara Town Lahore.
* Worked as a Teacher for 1 year at the Leaders Accadmy,

**Reference:**

Will Be Furnished Upon Request.