**BISMA MEHREEN**

bismaisthebest2018@gmail.com

**0300-8864011**

**Objective:-**

Seeking a challenging position in a result oriented institute where to contribute towards the growth and development acquired skills through optimum utilization of my interpersonal skills and knowledge attained during my studies especially in the field of **ACCOUNTING** will be beneficial growth of the organization and for my future career. Opportunity will gives a chance to growth the empowerment of organization. I want to gives all my skills and knowledge to this organization with learning attitude.

**Professional Certification & Academic Education:-**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Certification / Degree** | **Grade** | **%Age** | **Institution / University** | **BOARD** |  | **Specialization / Major** | **Passing Year** |
| 1 | BBA Cont…. | - | -% | HAILEY COLLEGE BANKING & FINANCE | PUNJAB UNIVERSITY |  | **MARKETING**  ACCOUNTING | 2017 |
| 2 | B.COM | (B) | 48% | JIC | Punjab University |  | Commerce | 2013 |
| 3 | I.com | (B) | 65% | JIC | B.I.S.E LAHORE |  | SCIENCE | 2011 |
| 4 | Matric | (B) | 52% | Gvt. Girls High Shool | B.I.S.E LAHORE |  |  |  |

**Projects:-**

There are many assignment which is done in my past career time in teaching field. The responsibility of management of staff and time table, comparing of functions and annual ceremony, presentations, some motivational lectures.

**Professional certificates:-**

**Sr. Certificate name Trainer from**

1 I.T Foundation Ijaz Ali Skills college of I.T

**Professional proficiency:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
| 1 | MS Excel | Average | Currently using |
| 2 | MS Word | Average | Currently using |
| 3 | MS Power point | Average | Currently using |
| 4 | 6 month's Diploma in textile merchandizing management from PRGGTI |  |  |

|  |  |
| --- | --- |
| **HONORS & GRANTS** | * Merit Certificate for “Cooking Competition” securing top position in College.   Appreciation Certificate for “B.com Competition” between boys and girls  securing 2nd position in College.   * Appreciation Certificate for “Quiz Competition 2014” securing top position in College. |

**Experience:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **sr** | **Institute** | **Time period** |  |
| **1** | **M.C.B** | One and half month (internship) | /storage/emulated/0/.polaris_temp/image1.png |
| 2 | **PRGTTI** | 6 MONTHS | /storage/emulated/0/.polaris_temp/image2.jpeg |
|  |  |  |  |

**Social Membership & Co-curricular / Leisure Activities:-**

|  |  |
| --- | --- |
| **Sr.** | **Description of Activities** |
| 1 | Reading Books & Newspaper |
| 2 | Internet surfing |
| 3 | Good speaker |
| 4 | Dress Designing & Making |
| 5 | Art Work |

**Personal Dossier:-**

Address Punjab Society Phase 2 Near Wapda Town Round About College Road LAHORE

Language Urdu & English

Nationality Pakistani

Date of Birth 13-June-1986