**Omica Emmaneul**

***House# 189Street#Block#3,sector A2, Township, Lahore***

***Mob:* +923377522532**

**Email:** [omica.sheraz@gmail.com](mailto:omica.sheraz@gmail.com)

***OBJECTIVE:***

To improve my skills working on a respectable position, and make my name in the field now I am looking forward for a suitable post in your highly esteemed organization where I can show my capabilities and qualities up to management satisfaction.

***PROFESSIONAL EXPERIENCE:***

* **Al-hamd School** 2019 to 2020

**Administration.**

* **St Peter’s high school (township) 1year** 2018 to 2019

**Computer teacher**

* **Smart school (Johar town) 6 months experience** 2017 to 2018

**Junior Section**

***EDUCATION:***

* **B.com (Nisa Girls College of Commerce) sector C-1 township Lahore.**
* **I.com (Ch Rehmat Memorial trust Model Girls Higher Secondary School and College Township lahore**
* **Matric in Science (St Peter’s high school ) Township Lahore**
* **Computer Applications (6 months course).Punjab board of technical Education, Lahore.**

***DUTIES AND RESPONSIBILITIES:***

Work on PPT and watch all the departments.

 Cultivating a positive working environment for all staff to work in.

 Keeping accurate statistical information and record.

Punctuality was my first look for me.

***HOBBIES:***

* **Listening music**
* **Watching movies(moralistic)**
* **Reading novels**

***PERSONAL DATA:***

* ***Date of Birth*** *: 02/11/1995*
* ***Gender*** *: Female*
* ***Religion*** *: Christian*
* ***Marital status*** *: Married*
* ***Nationality*** *: Pakistani*
* ***Language*** *: English / Urdu*
* ***CNIC Number*** *: 35202-9008551-4*

***DECLARATION:***

I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at your earliest convenience.