|  |  |
| --- | --- |
| **Date of birth**  09,dec,1990 | **Neelam Wahab**  Father’s Name Abdul Wahab  Mobile No : 0300-4568669    Email: [Neelamwahab37@yahoo.com](mailto:Neelamwahab37@yahoo.com).  CNIC : 35201-4640454-2  : |
| **Personal Profile** | | * Reliable and dependable in meeting the objectives * Hard working, possess strong planning, organizing and monitoring abilities * Motivated, enthusiastic and determined to move forward in life * Good communication and interpersonal skills, an efficient time manager * Controlling and managing power with softest touch of suggestions, instructions and manifestation of the norms. |
| **Education and Qualification** | | **University of south Asia**  Master of arts in Mass communication  **Punjab University**  Graduation (arts)  **Lahore board**  Intermediate (arts)  **Lahore board**  Matriculation ( arts) |
| **Professional Experience** | | 1 year teaching experience (Dar.e.arqam) school.  8 months job experience as a receptionist.  6 months job experience as a head of junior section in private school.  6 months experience of Punjab college in administration. |
| **Computer Skills** | | * Ms Office (Word, Excel, Power Point) * Internet, e-mail |
| **Extra Curriculum Activities** | | Diploma in Ms office  Diploma in English language course  Attempt Ielts Exam 5.5 Bands (AEO) |
| **Interests** | | * traveling, internet research for new designs, reading Islamic books, free hand sketching drawing etc. |
| **Personal Information** | | Nationality Pakistani    Marital Status Unmarried  Languages English ,Urdu  Religion Islam |

|  |  |
| --- | --- |
| **Declaration:** | I hereby declare that the above written particulars are true to the best of my Knowledge and belief. Given an opportunity to work in your esteemed Organization, I shall put all my effort to live up to your expectations. |