**MAHNOOR JAVED**

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*Res: 230- C, Pak Arab Housing Scheme, 17-KM Ferozepur Road, Lahore.*

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**Objectives**

- “To pursue a successful, challenging and exciting career while being able to dispense my maximum potential to the benefit of the organization and at the same time acquiring knowledge on the road to success.

**-** To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people”.

**Education**

**Primary School Certificate:**

June **2004 Stonehurst Hills Elementary School**,

Upper Darby, PA 19082, United States

**Secondary School Certificate:**

Aug **2011** **Hamdard Public School**

Model Town, Lahore**.**

Passed O-Level in Sciences

**Intermediate**:

July**2013** **Punjab College of Science**

Canal Campus, Lahore.

Passed intermediate in Pre-medical group

**Bachelors**:

Aug **2014 to date** **Kinnaird College University**

Jail Road, Lahore.

Graduating BBA (Honor)

**MAJOR:** Marketing

**MINOR:** Media Studies.

**ComputerSkills**

Platforms: (windows 7, windows 8, XP, 2000, 98, 95).

Concepts: Operating Systems & MS-Office

**Strengths**

* Ability to critically analyze things.
* Good at managing tasks with effective problem-solving skills.
* Active & cooperative team worker.
* Flexible & quick in adapting to new conditions.
* Good Interpersonal skills.
* Good in sales and marketing.
* Enthusiastic Management skills.
* Command on writing Skills
* Analytical content writing skills.

**Certificates**

* Attended workshop on **“Practical Implementation of Accounting in Organizations”.**
* Participation in Seminar on**“Time Management”.**
* Participated in “**KeystoneState Reading Association in United States of America”.**
* Participated in “**SOFTEC 2009 held at FAST-NU in Ideas Xtreme”.**
* Participated in**“SOFTEC 2011 held at FAST-NU in Idea Xtreme”.**
* Attended Seminar on “**Personality Development”**
* Attended Seminar on **“Teenage Depression”.**
* Awarded with the souvenir for Content Writing by Australian Prime Minister **Adam Margaret** in the “**Lahore International Conference on Culture”** in July, 2016.
* **FAIDA** Non- Government Organization’s Media Team Lead.
* Youth Session Speaker

**Employment**

* Internship as Blogger and Main Content writer in **Kluchit International E-Magazine**.
* Social Media Ambassador of **Kluchit International**.
* Working for **Youth Revolution Clan** as their Content Writer.
* Working as Social Media Lead working on Projects for **Diocese of Raiwind - The Church of Pakistan**
* Working with **Diocese of Raiwind- The Church of Pakistan** for social betterment and peace building.
* Writer at Wordpress

**Interests**

* Book Reading
* Content Writing
* Blogging
* Article Writing
* Tennis
* Debating

**LanguagesKnown**:

* English
* Urdu
* Punjabi