**Name**

**House no** 5, Sarfaraz Road, Near Waris Khan (RWP)

**PH: Cell**: 0343-5858581

**E-mail**: Urmail@jobz.pk

**OBJECTIVE:**

To pursue a career in a challenging position in a progressive organization that provides learning and growth opportunities by virtue of which I can get a chance to enhance my skills and capabilities while contributing positively towards its progress to the best of my abilities.

**WORK EXPERIENCE:**

3 years working as a Receptionist in Restaurant.

**EDUCATION:**

* **Bachelor of Arts:** ( 2008 ) Government Post Graduate Collage for Women
  + - **Higher Secondary School Certificate:**  (2006 )

Government Post Graduate Collage for Women, Punjab Board.

* + - **Secondary School Certificate** (2004)

Govt. Usmania School, Punjab Board

**SKILLS:**

* Proficient in Written and Spoken English.
* Excellent communication and comprehension skills.
* Target oriented and self motivated in professional environment with an emphasis on quality based work.
* Excellent understanding of social media universe including YouTube, Facebook, blogs, Forums and Twitter.

**PERSONAL INFORMATION**

**Date of Birth**: 15th Oct’ 1988

**Marital status**: Single

**Nationality**: Pakistani

**Father’s Name**: Syed Khalid Mahmood Hashmi.

**REFERENCES:**

References will be furnished on demand.