



# FALAK AURANGZEB

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## PROFESSIONAL PROFILE

LOOKING FOR A GOOD JOB IN A REPUTED ORGANIZATION WHICH COULD OFFER ME THE OPPORTUNITY TO ENHANCE MY CREATIVITY SKILLS, SO I WILL BE ABLE TO PROVE MYSELF

## AWARDS/CITATIONS

Awesome day online conference award  
Different Trainings awards  
US EMBASSY Tech Camp award  
Head of management award  
Best Management Director award  
Director General award at (PTCF)  
IMSA Achieve culture day, and different projects award

## PERSNAL DETAILS

NIC no: 41304-3225248-2  
Nationality: Pakistani  
Date of birth: 14/January/1995  
Gender : Female  
Religion: Islam  
Passport no: BM0002483  
Date of issue: 27 July 2021  
Date of Expiry: 26 July 2026

**Visa status: Visit Visa**

## ADDITIONAL SKILLS

Fluent in two languages (URDU, ENGLISH)  
Computerized Accounting and book keeping  
Website designing  
Internet programming  
Microsoft office (word, Excel, PowerPoint)  
Computer troubleshooting  
Sales, marketing  
Typing master

## EXPERIENCE

*ADMINISTRATION ASSISTANT AT CMS INSTITUTE*

**Sales and insurance at EFU LIFE**

internship at Pakistan Civil Aviation Authority

Head of management at FJF organization pak

Social Media Director at Tech Club Hyderabad

Member at world youth forum

Director General at PYCF organization

Head of Management at youth Conference

## My Academic History.

University of Sindh

Bachelor's of Computer information  
technology  
(BCIT)

Higher Secondary College

Excellence Education System

Higher Secondary School

Zubair Montessori higher secondary school