

Resume

Momina Shabbir

X18 England cluster
International city Dubai UAE

Mobile - 056 746 4934

Email: mominas145@gmail.com

Foresight & Objective

To work in a challenging environment so as to enhance my professional skills and to become a valuable asset for the organization by injecting at the sources at my command for its overall development.

Professional Experience Details:

Total Work experience:

School Name: Shafqat Memorial School
Area: Islamabad
Designation Held: Teacher
Duration : 6 months

School Name: Allied School
Area: Islamabad
Designation Held: Administration
Department: Computer Operator
Duration : 1 year

School Name: Dar-e-arqam School
Area: Islamabad
Designation Held: Teacher
Duration: 6 months

School Name:. Exploreville school
Area:. Islamabad
Designation Held: administration office
Department:. Computer operator
Duration:. 1 year

Company Name: AWJ marketing private limited
Area: Islamabad
Designation Held: Receptionist
Duration: 2 months

Educational Credentials & Skills

- ◆ Passed Matriculation from F.I.B.S.E in the year 2013
- ◆ Secondary Exam from F.I.B.S.E in the year 2015
- ◆ Bachelor from A.I.O.U in the year 2019
- ◆ Good typing speed
- ◆ computer knowledge
- ◆ Good communication skill
- ◆ Punctuality
- ◆ Capable to stand with high workload

Language Proficiency

Fluent in English, Urdu

Personal Vitae

Name - Momina Shabbir
Date of Birth - 08 Dec 1997
Sex - Female
Father's Name - Muhammad Shabbir
Mother's Name - Asyia Andleeb
Nationality - Pakistani
Marital Status - Unmarried

Permanent Address

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