

ZAHRA QURAISHY	Address: Gulshan-e-Hadeed,Ph-II, Bin Qasim Town, Karachi. Cell # : 0320-1217601 Email : quraishyzahra@gmail.com	
Summary	I am talented and ambitious individuals with a strong aptitude in office management. With an excellent grip over procedure. I am keen to start my professional career. I am eager to have further training in the field of office management.	
Academic Qualifications	Virtual University of Pakistan(2016) BS in I.T Board of Intermediate Education(2011) Intermediate (Pre-Engineering) Board of Secondary Education(2009) Matriculation (Science)	
Experiences	Pakistan Steel Mill (5Years) Worked as chemical lab assistant. Yusuf Auto Industries(PVT)LTD (1Year) Worked as Executive in Supply Chain Department.	
Additional Knowledge	Professional	Personal
	Microsoft Word Microsoft Excel Record Keeping Data Entry	Communication Time Management Quick Learner Linguistics Skills
Key Skills & Abilities	<ul style="list-style-type: none"> • Well Oriented • Detail Oriented • Excellent Communicator • Confident, patient and mentally stable individual who can easily face and overcome professional challenges. • Passionate to learn, perform and grow. • Ability to handle stressful situations and resolve all kinds of issues faced during the course of my job. 	
Hobbies & Interest	Book reading and get up to date knowledge.	
References	Will be provided on request.	