

# HAFIZA GOHAR IKRAM



## CONTACT

Mobile: 00971 58 850 4246 

E-mail: goharikram89@gmail.com

Shabiya, Abu Dhabi - U.A.E

## PERSONAL INFO

Date of Birth : 02 February, 1995

Religion : Islam

Nationality : Pakistan

Marital Status : Married

## VISA & PASSPORT STATUS

Visit Visa (2 Months)

Expire on (18th March 2023)

Passport Expire on (2027)

## EDUCATION

- ◉ **B.Ed (1.5 Years)** (Grade A)
  - Allama Iqbal Open University (Islamabad)  
2018 to 2019
- ◉ **M.Sc (Physics)** (CGPA 3.62 / 4.00)
  - Women University (Multan)  
2016 to 2018
- ◉ **B.Sc (Agriculture)**
  - Bahauddin Zakariya University (Multan)  
2014 to 2016
- ◉ **F.Sc (Higher Secondary School)** (Grade B)
  - Govt. Degree College Women (Multan)  
2012 to 2014
- ◉ **Matric (Secondary School)** (Grade A)
  - Noukhez Model High School (Multan)  
2010 to 2012

## PROFILE

Seeking a position as a team player to continue my career with people oriented organization which will allow me to use my excellent organizational and technical skills and where my educational background will be put to best use.

## EXPERIENCE

- ◉ **SALES EXECUTIVE & RECEPTIONIST**  
Future Printing Press, Abu Dhabi - U.A.E

### Job Responsibility:

1. Answering Calls
2. Making Quotation
3. Social Media Marketing
4. Handling Direct Customer

- ◉ **MATH & COMPUTER TEACHER**

Arqam School Lahore Pakistan  
2019 to 2021

- ◉ **ADMIN, HR & EXAMINATION INCHARGE**

JPS School System Lahore Pakistan  
2021 to 2022

## SKILLS

- ◉ **PROFESSIONAL**

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Microsoft Office
- English & Arabic Typing

### DESIGNING

- ◉ ▪ Business Card, Flyer, Brochure, Logo, Menu

## HAFIZ - E - QURAN

- Madrassa Kousar Ul Kharait (Grade A)

## **Cover Letter**

I am Gohar Ikram, a resident of Shabiya 9, Abu Dhabi. I am a recent complete my Master in M.Sc Physics from Women University Pakistan, I have also completed a B.Ed degree from the Allama Iqbal Open University of Islamabad.

Owing to my creativty and exceptional convincing skills, my academic study has natured me into polishing my skills. I see myself as a quick learner, who enjoys working in a team, is open to trends and has convicingly good communication and interpersonal skills, i have a experience as a Sales Executive, Receptionist, Admin, Examination Incharge, Math & Computer Teacher.

i am positive that my abilities and knowledge will help me perform my tasks to the best of my capability and prove beneficial to your esteemed organization. Looking forward to hearing you soon and speaking to you regarding this opportunity.

Sincerely,

**Gohar Ikram**

**Mobile: 00971 58 850 4246**

**E-mail: goharikram89@gmail.com**