**Curriculum Vitae**

**UZMA** **UZMA.266965@2freemail.com**

**Career Objective**

To become associated with progressive growing organization where I can employ my knowledge, skills and education for a rewarding career marked by productive contributions, enhanced learning, professional excellence and personal growth.

**Academic Qualifications**

* Matriculation (Science) from Lahore Board Pakistan
* Higher Secondary Certificate from Lahore Board Pakistan.
* Graduation from Punjab University Pakistan.
* M.A (English) from Punjab University Pakistan.

**Professional Qualification**

* CCS (certificate in Computer Science)
* 6 Months Course from Kasur Pakistan model college of Information Technology.

**Course contents**

* MS- Office (Word, Excel, Power Point) & DCA (DiplomaComputer Applications), Internet Skills.

**Other Qualification**

* Tafseer Ul Quran from Misbah Ul Quran Institution in Sahiwal Pakistan.
* Member of Fehm Ul Quran and Sunnah Program.
* Call centre Agent Training in HRDC from Lahore. (With 6 Months Experience)
* Spoken English from Kipling International College Lahore.
* News Reporting from Islamabad Academy.

**Work Experience**

* 2 year experience as an editor and trainer in (Benazir Income Support Program) kasur Pakistan conducted by NRSP.
* 2 year experience of teaching in the Educators English School Kasur Pakistan.
* 1 Year experience as an educational promoter/trainer in SOS RSP kasur Pakistan.
* 1 year and 8 months experience as a data entry agent in DU telecommunication conducted by Infasme Dubai.

**Competitive Skills**

* Ability to work under pressure.
* Stress and Time Management Skills
* Problem Solving Skills and Negotiating Skills
* Ability to mould according to the situation and Task assigned.
* Manage to get the work done using the limited resource to get maximum

Output.

* Good understanding of the quality standards employed in an organizations.

**Personal Details**

Date of birth : 18th August 1987

### Sex : Female

Nationality : Pakistani

Religion : Islam

Marital Status : Married

Languages known : English, Hindi, Urdu and Punjabi

 **Declaration**

 I hereby declared that the above particulars are true to the best of my knowledge and belief.