***CURRICULUM VITAE***

**Braikhna**

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**PERSONAL INFORMATION:**

Religion : Islam

Marital Status : Married

**QUALIFICATION:**

* **MA English from Qurtaba University Peshawar**
* **BA (English Elective, Islamiyat) from University of Peshawar**.
* **FA (English Elective, Economics, Civics) Board of Intermediate and Secondary Education Peshawar.**
* **SSC (Science) Board of Intermediate and Secondary Education Peshawar.**
* **DIT from BRAINS Post Graduate College Peshawar.**
* **B.ed from University of Peshawar**
* **CT from Allama Iqbal Open University**

**Computer Skills:**

* Diploma in Information Technology
* Microsoft Office
* Internet Browsing
* Window and Software Installation
* Fluent in Operating System

**PROFESSIONAL EXPERIENCE:**

* **Working as PS to Principal in Khyber Girls Medical College, Peshawar.**
* **Four years of experience in AIR FOUNDATION SCHOOL SYSTEM CANAL TOWN CAMPUS, PESHAWAR in Administration.**
* **Received the Out Standing Performance in Accounting Award from Air Foundation School System in 2013.**
* **Received the Marvelous Performance in Administration Award from Air Foundation School System in 2014.**
* **2 years of teaching experience in Allied School Abasyn Campus.**

**PROFICIENCY IN ENGLISH LANGUAGE:**

* Speaking Fluent
* Reading Excellent
* Writing Excellent

**HOBBIES:**

* Writing Diary
* Listening Music