**IN THE NAME OF ALLAH, THE MOST GRECIOUS AND THE MOST MERCIFUL**

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**SHAZIA KHAN**

**Career Objective**

A position in a dynamic and well reputed organization which offer good opportunities and challenging working environment, which in return would help me in building up my career knowledge and experience in my profession.

**Professional Summary**:

**02 Years worked** Lahore, Pakistan**.**

as Office Secretary/Coordinator.

**Responsibilities**

* Taking care of all administrative issues.
* Report to CEO Administration.
* Responsible for incoming and outgoing call and mails.
* Making minutes of meeting with all staff**.**

**Teaching in Garrison High School Lahore Cantt**. **Pakistan. (2014 March)**

**Responsibilities**

* Subject: English. Math, Islamic Studies, Geography, Science a
* Accounting (I-COM) (Evening time at Academy)
* Classes: 1 to 8th class
* Planning: Every week about lesson.
* Diary Checking: daily basis during period and Uniform as well
* Prepare: students for competition such as Speeches and Poetry etc.
* Discuss: Different topics on Friday as BAZM -E -ADAB day.
* Attend: PTM Day regarding students’ educational reports etc.
* Solution: The problem of pupils.

**Foundation Course**

Punjab University Lahore, Pakistan.

Ms Word, Ms Excel, Ms Power Point, A+ and Internet etc.

**Qualification**

**Bachelor of Arts (Journalism, Education of Early Childhood and English Language)**

Punjab University Lahore.

**Intermediate with (Accounting, Banking, Economics and English Language)**

**Intermediate(I-COM)**

from Lahore Board.

**Matriculation with Science (Biology, Chemistry, Math, Physics and English Language)**

From Lahore Board

**Languages.**

* English
* Urdu

**Hobbies**

* Reading Books
* Watching Discovery Channel, like to learn something new and beneficial
* Keen to get higher studies from abroad.

**Personal Details**

Father’s Name **Ghulam Mohammad Khan**

Date of Birth: **02-12-1982**

Nationality **Pakistani**

Marital status **Widow (1 Kid only)**

Religion **Islam**

**Reference:**

Will provided upon request.

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| **SHAZIA KHAN – CV No 2029938**  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |