***Sidra***

[***Sidra.359598@2freemail.com***](mailto:Sidra.359598@2freemail.com)

***Objective***

*I want to be a part of dynamic and progressive organization that will take full advantage of my background, as well as offer me the opportunity and professional growth*.

***Academic Information***

* *Matriculation ( 1st div) Science ( Gujranwala Board )*
* *I.C.S (1st div)Computer Science , Math , economic s, Gujranwala Board*
* *Diploma in HR(human resource ) from Alison International*
* *Bachelor in mass communication Islamabad University*

***Experience 1***

*Work in Global peace foundation (pvt) as office manager for 1 YEAR (2010-2011)*

***Experience 2*** *Work in different marketing activities as an marketing Manager (Zong,qmobile,brands launching in malls,Rahat bakers warid telecom,witribe,ptcl,oppo mobiles, lays, in (Lahore. Islamabad. Rawalpindi) from (2011 –to Sep 2011)*

***Experience 3***

*Work as private photographer and HOST in different events (fashion shows, musical concerts, private celebrations, weddings. Conferences, Theme shoots in (Islamabad, Rawalpindi, Lahore, Faisalabad, abtabaad, Sialkot) from (2013 –March 2014)*

***Experience 4***

*Work as an event coordinator in Media sniffers (Bahria town branch) Rawalpindi of (P.C Hotel, Serena hotel Marriot) events from (May 2014-feb 2015)*

***Experience 5***

*Arrange my own 3 grand events of Islamabad including a classical music night (PC hotel) musical night (Abbottabad) PR event in (Islamabad club) from (march 2015 -----)*

***Experience 6***

*Working as an Motivational speaker and Researcher in different school ,universities and conferences as guest lecturer (it’s the free of cost services as an social worker)*

***Computer SKILLS***

* *General Computer Software /Hardware Handling .MS.WORD,MS EXCEL, Adobe Photoshop, Windows Installation, Net Surfing ,Social Networking ,online descriptions*
* *Skills of using the special design company based software and database etc.*
* *Using and Installation of any type of device like Scanner Printer s etc.*
* ***Extra Skills***
* *MANAGEMENT*
* *Ability to work as receptionist and telephone operator*
* *TEAM WORK*
* *LOYAL TO Work*
* *Good Host/Anchor*
* *Good PR*
* *Demonstrator*
* *Accountant*
* *Solid Determination*
* *Excellent customer service skills and telephone etiquette.*
* *Ability to handle more than one customer at a time*
* *Strong knowledge of scheduling processes*
* “\*Reference will be furnished on demand\* “