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| --- | --- | --- |
| **AMNA**  [Amna.364499@2freemail.com](mailto:Amna.364499@2freemail.com) |  | **Contacts** |
|  |
|  |
| |  |  | | --- | --- | | Date of Birth | 16-04-1991 | | Nationality | Pakistani | | Religion | Islam | | Marital Status | Married | |

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| **Mailing Address** | | | |
|  | | | |
| **Objective** | | | |
| **I am willing to give total support the organization that I am in, with the capability that I have, in order to achieve organization’s goal and create mutual benefits.** | | | |
| **Academic Qualification** | | | |
| **Year** | **Degree** | **College** | **Division** |
| **2011** | **B.com** | **Punjab College of Commerce, Sargodha** | **2nd** |
| **2009** | **FSC (General Science)** | **City College, 93 Shaheen Park, Sargodha** | **1st (FBISE)** |
| **2007** | **Matric** | **Fazaia Model Inter College Mushaf, Sargodha** | **1st (FBISE)** |
| **Work Experience** | | | |
| **2 Years Experience in “Sanai School System”**  **Now working in “Beaconhouse School System” from 1st September’2015.** | | | |
| **Key Skills** | | | |
| **Proficient or familiar with a number of tools, languages, concepts and technologies including** | | | |
| **MS Office** | **MS Word, MS Excel and Power Point** | | |
| **Others** | **Operating Windows XPs** | | |
| **Languages** | **English, Urdu (Fluency in Reading, Writing and Speaking)** | | |
| **IELTS from BRITISH COUNCIL** | | | |