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

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| **Mailing Address** |
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| **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** |