# **ANEESA**

# **ANEESA.366222@2freemail.com**

## **OBJECTIVE:**

Seeking a challenging position in a progressive organization with the aim to contribute positively towards the objectives of the organization to the best of my capabilities and to enhance my professional skills.

## **EDUCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Majors** | **Year** | **Institution** | **CGPA/ Grade** |
| BBA | Marketing | 2016 | Virtual University of Pakistan | 3.29 |
| Intermediate  | Pre Medical | 2011 | Women’s Degree College North Nazimabad | B |
| Matriculation | Science | 2009 | Haroon Grammar School, Shershah Karachi | A+ |

## **WORK EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization**  | **Position and Department** | **Work Profile** | **Time Period** |
| United Bank Limited(Head Office) | Intern, Human Resource Department | Prepared appointment letters and did reference verification.  | Aug - Sept 2016 |
| Acme Technologies. | Marketing assistant | Making phone calls and sharing company profile, responding incoming calls. | April-December 2015 |
| Dua High School | Computer Teacher | Taught Microsoft office to the students of Secondary level.  | March 2014 – February 2015 |
| Mehran Public School | Language Teacher | Taught to the matric students and used to take conversation classes. | Oct 2012 – Dec 2013 |
| Master Man Computer Learning Centre | Receptionist | Data entry operating and filling. | March 2011 – Sept 2012  |

## **Skills and interest:**

* Interpersonal skills
* Meet demanding deadlines
* Good influencing and negotiating skills
* Possess good presentation skills
* Good written and verbal presentation skills

## **Computer skills:**

* Microsoft word, Power point, Excel, Access, OneNote, SharePoint and Outlook.
* Windows 98, 2000, XP and Windows 7.

## **Language Skills:**

* Urdu, English and Sindhi.

## **Strengths:**

* Stress less in peak work time
* Good Decision Making
* Self-motivated
* Flexible in nature
* Efficient Learning Capabilities
* Highly Energetic
* Good Problem Solver

## **Co-Curricular Activities:**

* Group Project
* Reading computer based articles
* Web Surfing
* Participate in workshops Classes organized by Islami Jamiat Talbat Pakistan
* Team Work
* Reading stories and newspapers
* Used to participate in Sports games and speech competition at school and College

## **Reference:**

Will be furnished upon request.