**Neelab**

**Email:** [**neelab.380883@2freemail.com**](mailto:neelab.380883@2freemail.com)

**OBJECTIVE**

Seeking a position at which I can utilize and enhance the knowledge, ability and skills. To create an exquisite employment experience by providing loyalty, safety, confidentiality and personalized services. Flexibility to handle situation and seeks skills with professionalism.

**EDUCATION**

* **2017**

**Google**Online Marketing Fundamental Training

* **2013-2017**

Bachelor of Business and Administration (Honours)

Abdul Wali Khan University Mardan

* **2010-2012**

### HSSC (Pre-engineering)

Fazaia (PAF) Degree College, Risalpur Cantt, KPK

Major Subjects: Physics, Mathematics and Chemistry

* **2010**

### SSC (Science)

Working Folks Grammar School, Ziarat Kaka Sahib, Nowshera

Major Subjects: Science

**EXPERIENCE**

* **August-September 2016**

Had an **internship** at **Pearl Continental HotelPeshawaras receptionist**

* **June 2013 to December 2015**

Provided services as **assistant**at **Taj Mahal Inn, Restaurant, Wedding Hall and Hotel**

Helped in university social events as organizer

* **2010-2014**

Helped in Nowshera flood recovery as **volunteer**

**GOOD SKILLS IN**

* Customer Services and Carrying
* Team Works
* Computer Maintenance
* Attending Guests and Clients
* Communications
* Creativity
* Analysis
* Management
* Marketing
* Human Resources
* Organizing

**LANGUAGES**

* Excellent written and oral proficiency in English (IELTS score 6) and Urdu
* Excellent oral proficiency in Pashto and Hindi

**COMPUTER SKILLS**

* MS-Word, MS-Power Point, Windows 10, 8,Seven, XP, Vista
* GOOGLE Products
* Apple ISO
* Adobe Photoshop
* Computer Hardware and Software
* Data entry
* Social Media
* Maintenance and Repairing
* Opera and Oracle System

**INTERESTS**

* Football
* Cooking
* Driving
* Movies
* Music
* Workout
* Hiking

**REFERENCES**

* Professional and personal references available upon request