

# SAIMA SALAMAT

03425559841-  
03426705618  
saimasalamat48@gmail  
.com  
Daska Sialkot Pakistan  
10/Oct/1992

## Summary

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

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## Education

### Christ Church High School

#### Nowshera Cantt

2008 - 2009

Matric

### G.G.D College Nowshera

#### Cantt

2012 - 2014

F.A

### Abdual Wali Khan University

#### Mardan

2015 - 2017

B.A

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## Skills

- 1) computer+office management
- 2) office automation
- 3) inpage
- 4) Corel draw.

## Languages

- 1)English,
- 2)Urdu ,
- 3) Punjabi

## Interest

- 1)Music,
- 2)Travelling
- 3) book reading
- 4) internet use

## Experience

### **Cantt Model School**

#### **Nowshera Cantt**

2012 - 2015

Office Assistant

### **St.Thomas Middle School**

#### **Nowshera Cantt**

2015 - 2021

Manners In charge+Teacher

### **KPL**

2021 - 2022

Call Agent

### **Smart Qarza**


2023 - 2024

Collection Executive

### **Awan Sports Pvt. LTV**

12/2024 -

Quality Checker



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Saima Salamat