

CURRICULUM VITAE

ANUM KHAN

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Address: Riaz ul Khatib Colony Shahpur sadar, Sargodha

OBJECTIVE:

To work with a passionate and motivated team of professionals, seeking goals for future and to apply professional and academic knowledge towards the growth and development of a dynamic organization that offers challenging opportunities and appreciates the performance.

PERSONAL PROFILE:

† Father's Name: Ahmed Khan
† Candidate CNIC#: 38404-2391389-2
† D.O.B: 27-07-1999
† Nationality: Pakistani
† Religion: Islam
† Marital Status: Unmarried
† Gender: Female

EDUCATION:

B.Com Marks:-977/1500	2020 University of Sargodha
(F.Sc) Marks:-655/1100	2018 Board of Intermediate & Secondary Education Sargodha
Matriculation Marks:-777/1100	2016 Board of Intermediate & Secondary Education Sargodha

EXPERIENCE:

✂ Teaching in The Root School System Shahpur Sadar since 01-03-2022 to till now.

PROFESSIONAL SKILLS:

☞ COMPUTERSKILLS

- Window Installation
- Internet Surfing
- Business Communication
- Use of Equipments
- MS Office (Word, Excel, Power Point).
- Database Management
- Inpage
- Corel Draw

☞ LANGUAGESKILLS

- Good command over both speaking & writing English, Urdu.

EXTRA-CURRICULAR:

- ✓ Excellent verbal & writing communication skills
- ✓ Self-Starter who can work independently.
- ✓ Ability to learn things quickly.
- ✓ Positive attitude towards learning and development.
- ✓ Excellent time management.
- ✓ Problem solving & decision-making.

REFERENCE: