

Zoubia Manzoor

Date of birth : 08-04-2000 | **Nationality** : Pakistani | **Gender** : Female |

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About me :

Extremely motivated to constantly develop my skills and grow professionally . I am confident in my ability to come up with interesting .

Education and Training

SSC-APS Shuhdaae Memorial Girls High School PAF Base Nur Khan Rawalpindi (2014-16)

HSSC- Government Post Graduate College 6th road Satellite town Rawalpindi (2016-18)

BSCS- University of Gujrat (2018-22)

WEB DESIGNING — Valente put organization

Language Skills

Mother Tongue : **URDU**

Other Languages : **English (Good)**

Project

Notification Board App

Work Experience

- Currently working as Asst.Campus Manager (Recruitment and Selection, Employee Onboarding, Employee Relations,Performance Management, Payroll, HR Administration, Record keeping) at Kips|Global Age training's Rawalpindi. (Evening shift)

- Currently working in Government Associate College for Women Murre Road Rawalpindi as Temporary Lecturer of Computer Science Subjects(Morning Shift)
- Practical Base Teaching of Office Automation at Aptech Computer Education
- Admin cum HR at Aptech Computer Education
- Assisted Additional Director of Rawalpindi Women University
- Community work as an Admin in Rawalpindi Women University
- Led University for about 3 years in Rawalpindi Women University as an President and work in Student Service Cell Voluntarily
- Career Counselor at Aptech Computer Education

Skills

- Command on Microsoft Office
- Fast Typing Speed
- Presentation Skills
- Leadership Skills
- Creative Thinking
- Oral and Written Communication Skills

Professional Skills

- Management
- HR Administration
- Web Designer (Beginner)
- Expert in Microsoft Office (MS WORD , MS EXCEL , MS POWERPOINT)
- Android Developer (Beginner)
- Visual Studio Code
- Familiar with XML and JAVA
- Digital promotion Internship
- Social Media Internship
- Teaching

Personal Work

President of RWU (Sep 2020 sep 2022)

Responsible for organizing Events held in University .Assisting in the general operations of the university and Management in every Event conducting in University .

Information Secretary of IT club (2018- 2020)

Responsible for creating Media Assets for the Department . And providing all the information about upcoming events in University .

Awards

- Awarded with Shields and Certificates for Excellent Performance as President
- Certificates of Achievements
- Certificated on Online Internships

Self Evaluate

Have good innovative thinking and communication skills to color ,composition and other elements of tactile sensitivity ,Creativity , management .

Hobbies

- Coder
- Searcher
- Internet searching