



LARAIB JAMIL

Islamabad
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SUMMARY

I hold a BS (Hons) in International Relations and have extensive experience in administration. My background has equipped me with strong organizational strategies, effective communication, and proficient problem-solving skills. I have consistently demonstrated my ability to manage office operations and support executive teams, ensuring seamless workflow and efficiency. My dedication to excellence and keen attention to detail make me a valuable asset in any administrative role.

Hardworking employee with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience.

SKILLS

- Project Management
- Document Editing
- Content Editing
- Administrative Support
- Data Entry
- Clerical Support
- Office Management
- Scheduling
- Bookkeeping
- Travel Coordination
- File Management

EXPERIENCE

WRITER/FACT CHECKER, 01/2024 - 12/2024
Press network of pakistan, Islamabad

DIGITAL MARKETING, 01/2024 - 12/2024
Pftp, Islamabad

CUSTOMER SERVICE REPRESENTATIVE, 08/2022 - 01/2024
Chezious, Islamabad

SENIOR TEACHER, 09/2022 - 07/2023
New Siddeeq Public Montessori And High School, Rawalpindi

- Modified lessons and curriculum to accommodate diverse learners by using problem-solving and communication strategies such as peer-assisted learning and group work skills

EDUCATION AND TRAINING

National University of Modern Languages, Islamabad, H-9, 01/2022
Bs (hons); International Relations

Islamabad Model Collage For Girls, Islamabad, 01/2017
Fsc Pre-medical

Pies Group Of School And Collages, Islamabad, 12/2015
SSC: Pre-medical

LANGUAGES

- English, Advanced
- Punjabi, Advanced

WEBSITES, PORTFOLIOS, PROFILES

https://www.linkedin.com/in/laraib-jamil-7337912b8?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app
www.enhancv.com

PERSONAL INFORMATION

Title: Senior Teacher

LOCATIONS

Islamabad

LANGUAGES

English:	B2	Urdu:	C2
Upper Intermediate		Proficient	
Punjabi:	C2		
Proficient			