

Uswa Khalid Butt

Career Goal

To become part of a dynamic group where I can further explore my skills, capabilities and Experience, and to work in a challenging environment with vast opportunities of career development based upon achievements and results.

Personal Information

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| 1) Father's Name..... | Khalid Mehmood(late) |
| 2) Date of Birth..... | 07/01/2000 |
| 3) Nationality | Pakistani |
| 4) CNIC No..... | 61101-9713237-4 |

Education

I have completed my **Bachelor's degree in Business Administration with a specialization in Finance, achieving a CGPA of 3.22**. Throughout my academic journey, I focused on enhancing my understanding of financial concepts and developing practical skills. My learning experience included both theoretical knowledge and hands-on activities, which allowed me to grow academically and professionally. This education has prepared me to tackle challenges effectively and contribute meaningfully to my field

Work Experience

I have gained practical experience through two key roles. I taught for **two months at a government school in the primary section as part of my community work**, where I developed my teaching and communication skills. Additionally, I completed a **six-week internship at the Federal Board of Islamabad in the verification department**, assisting with the verification of academic documents and learning about administrative processes. These experiences have enhanced my skills in education and administration.

Achievement

Ehsass Scholarship holder

Qualities

- Confident
- Honest
- Responsible
- Punctual
- Public Speaker

Skills

- MS (Word ,Excel) & Powerpoint
- Communication, Management ,Presentation & Leadership Skill
- Graphic Designing