



AEMAN SHEHZADI

CONTACT

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House No 2 Street no 5 Raja
SherAhmed Road khana
kaak,Iqbal Town ,Rawalpindi

SKILL HIGHLIGHTS

- MS Office
- Drafting/Noting
- Data Entry
- Query Handling
- Reporting
- Record Maintenance

LANGUAGE

English ●●●●●
Urdu ●●●●●
Punjabi ●●●●●

HOBBIES

- Writing
- Sketching
- Photography
- Designing

SUMMARY:

Dedicated and versatile professional with few years of experience in both administrative tasks and teaching. Proficient in noting, drafting, and maintaining records, ensuring smooth and efficient operations. Demonstrates strong organizational skills and a meticulous approach to managing documentation. Adept at multitasking and prioritizing in fast-paced environments, with a commitment to contributing to a successful organization.

Eager to leverage these skills in a dynamic workplace that values and rewards hard work and offers robust opportunities for career development. Passionate about continuous learning and eager to support organizational goals while advancing personal and professional growth.

EDUCATION

Degree	Passing year	University/Board
BS Botany	2023	Rawalpindi women University
HSSC(Pre-Med)	2019	BISE Rwp board
SSC(Science)	2016	FBISE

EXPERIENCE & EMPLOYMENT RECORD

- Working as a **Computer Operator** in Rawalpindi Women University.
- 1 Year teaching experience in Darul Madinah School System.
- Transfer & Record Executive at Land route property.

CERTIFICATION

- Diploma in **Professional Computer Course** 2020 From **SKILL DEVELOPMENT ASOCIATION**
- Diploma in **Web Designing &Development** 2019 From **Lahore Board of Technical Education**

REFERENCES

- Reference will be furnished on demand.