

SWAILA SIDDIQUE

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- House no Y-755, st no 59, Dhoke Ratta Rawalpindi, Rawalpindi, 47652 (PK)

Education

- Govt. Girls high school no.3 Westridge Rawalpindi, Pakistan
High School Diploma, General Science , Aug. 2016
- Govt. Degree college for women Dhoke Hassu Rawalpindi, Pakistan
Associate of Science, ICS, Sep. 2018
- Rawalpindi women university, Rawalpindi, Pakistan
BS, Political science, Jul. 2023

Experience

- Personal Assistant , Rawalpindi, Pakistan
Sep, 2024 - Present
Recently I worked as a personal assistant at Alber medical center.
- Lab Assistant and Computer lecturer , Internship, Rawalpindi, Pakistan
Aug, 2023 - Dec, 2023
I've 4 months experience as a Computer operator and lecturer at Government associate college for women Dhoke Hassu Rawalpindi.
- Trading , Trader, Rawalpindi, Pakistan
Feb, 2021 - Apr, 2023
Online trading with Capital Company And earn profit and learn many more about trading
Admission officer, Blue area, Islamabad (February 2025 to Till now)

Certificates

- First International Conference of Contemporary World: Challenges and Transformation(2022)
- The Volunteer Society(Social Work): Certificate of Participation
- The Volunteer Society(Social Work): Certificate of Appreciation
- Hi-tech Olympiads (2022)
- Attended Webinars & Seminars at Rawalpindi women university (2019-2023)
- Participate in Change Making Competition
- Workshop at Rawalpindi women university (2022)



Skills

- Communication
- Data entry
- MS Word
- MS excel
- MS Office
- Sketching
- Creative
- Gaming
- Management

Hobbies

- Sketching
- Gaming
- Badminton
- Cooking
- Social Work

Language

- English
- Urdu
- Punjabi