

SHAISTA ZAIB

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OBJECTIVE :

Enthusiastic recent graduate aiming to launch a career as a Hostel Warden by leveraging excellent interpersonal abilities and a commitment to policy enforcement. Ready to learn quickly, handle resident concerns compassionately, and maintain high standards of safety.

EDUCATION:

2021-2025	INTERNATIONAL ISLAMIA UNIVERSITY ISLAMABAD BS Economics and finance CGPA : 3.77
2018-2020	GOVERNMENT HIGHER SECCONDRARY SCHOOL, SAEED PUR FSC Pre-medical Grade : A
2016-2018	GOVERNMENT GIRLS HIGH SCHOOL, SAEED PUR Matric Grade : A

COMPUTER SKILLS

- MS Word
- Excel
- Power Point
- Typing speed 40 WPM
- PDF Files

SKILLS

- Conflict resolution abilities
- Punctuality
- Organizational and administrative capabilities
- Team work
- Strong communication and interpersonal skills
- Decision-making

LANGUAGES

- English : Intermediate
- Urdu : Good
- Sindhi : Native