

Tabassum

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OBJECTIVES

- To secure a position as a teacher and utilize my dedication to foster quality education required for a child's development.
- Develop and promote creativity and high order thinking skills that increase the performance of the student.
- To build a long-term profession as a teacher that will offer endless opportunities for career growth and to keep up with cutting-edge educational technologies

ACADEMIC CREDENTIALS

Qualification	Educational Institute	Year	CGPA/ %
MBA(B&F) 3.5years	University of the Punjab, Lahore.	2017-2021	3.49
B.COM	Punjab college Okara.	2015-2017	68.9%
I.COM	Punjab College Okara.	2013-2015	85.9%
High School	Govt. model girls High School Okara.	2011-2013	87.5%

EXPERIENTIAL LEARNING

- Six weeks internship in Askari Bank Ltd
- Visiting Lecturer at University of Okara, Okara since 2022.

SKILLS AND STRENGTHS

- Confidentiality
- Adaptability
- Work under pressure
- Documentation Controlling
- People Management
- Teaching
- Basic computer
- Microsoft power point
- Handling customers
- Leadership
- Microsoft Office
- Maintain Accounts

CERTIFICATIONS

- Certificate of presentation in International Conference on Banking, Insurance & Business Management (CBIBM 2020, 2021)
- Certificate of proctorship
- Certificate of participation in sports
- Microsoft Office Specialist
- Merit Certificate

PROJECTS DONE SO FAR

1. Assignment from State bank of Pakistan to maintain accounts

(Signature)