



RABIA FEROOZ

Po Morgah jhamrah Tehsil & District Rawalpindi

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About Me

I am a motivated and detail-oriented graduate with a Bachelor's degree in English Language and Literature. Skilled in communication, documentation, and analytical thinking, with a strong interest in administrative and banking sector roles. I am seeking an opportunity in a reputable organization or government department where I can contribute to organizational success while continuing to develop my professional skills.

Objective

Looking for a challenging position in a reputable banking or government organization where I can utilize my communication, analytical, and organizational skills to contribute effectively to the institution's success and grow professionally.

ACADEMIC QUALIFICATION

Degrees	Name and Place of Education	Percentage	Result	Year
BS(English language and literature)	AIOU Islamabad	3.14/4 GPA	Pass	2024
F.sc (pre Engineering)	BISE Rawalpindi	65%	Pass	2018
MATRIC	BISE Rawalpindi	77%	Pass	2016

SPECIAL SKILLS & INTRESTS

- 1- Ability to work under pressure
- 2- Time management skills
- 3- Patience , Multi Tasking, Team work
- 4- Customer service
- 5- Interpersonal skills
- 6- Reading, Traveling, cooking
- 7- Expert in data entry

EXPERIENCE

8-

Organization	Post	Duration
Urban unit	Enumerator	26-Sep-2025 TO CONTINUE
Local government (Pser)	Data entry operator	(15-Dec-2024) TO 27 March 2025
Dot-com Dubai an e-commerce agency	Assistant manager	02-June-2024 TO 30-Nov- 2024

COMPUTER SKILLS

9- Microsoft Office(Word, Excel, PowerPoint)

10- Internet

11- Gmail

12- Typing English

Languages

13- English

14- Urdu

15- Punjabi

PERSONAL INFORMATION

16- Name: Rabia Ferooz
17- Father's Name: Ferooz khan
18- Date of Birth: 08-12-1999
19- N.I.C No: 37405-1241528-0
20- Gender: Male
21- Marital Status: Married
22- Nationality: Pakistani
23- Religion: Islam

REFERENCES

References can be furnished on request