

ASMA BIBI

Address: H.No: 6B, St.No: 15, Munawar Colony, Adyala Road, Rawalpindi Tel:

0302- 5011759

Date Of Birth: 11, November 1993

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OBJECTIVE

To build a career that offer challenge and growth with opportunities to enrich my knowledge and skills while contributing my best to your organization.

EDUCATION

Bachelors in English (2022-2025)

National University of Modern Languages (NUML), Islamabad Secured
2.26/4 CGPA

Associate Degree in Arts (2019-2021)

Allama Iqbal Open University (AIOU), Islamabad Secured 65%
marks.

FA (2017-2018)

Allama Iqbal Open University (AIOU), Islamabad Secured 62%
marks.

Matriculation (2008-2010)

Army Public School and College 208, Humayun Road, Rawalpindi Secured 67.2%
marks.

EXPERIENCE

3 months 15 days experience of working as an **Academic Coordinator and College Teacher** at The Shimla Citi School and College System, Rawalpindi (From 15th August, 2025 to 30th november, 2025)

3yrs 1 month experience of working as a **School Teacher** at Allied Schools, Project of Punjab Group of Colleges, HIT Taxila Cantt (From 10th March, 2019 to 27th April, 2022)

3 yrs 2 months experience of working as a **Personal Assistant** of Prof. Dr. Shaukat A. Sheikh Rawal Institute of Health Sciences, Islamabad [From 11th Dec, 2016 to 16th Feb, 2019]

COMPUTER SKILLS

Proficient in MS Office
Basic internet and email handling

PERSONAL ATTRIBUTES

Excellent Communication Skills
Good Team Leader, Goals and Tasks Oriented Achiever with Good Analytical Skills •
Able to Work in Tough Environment with Professional Attitude

ACTIVITIES

Web Surfing and Browsing
Interior Designing

REFERENCES

Can be furnished on demand