

RIDA MUATTAR

ABOUT ME

I am a punctual and motivated individual who is able to work in a busy environment. I am flexible, reliable, and possess excellent time keeping skills. I consider myself a responsible and orderly person.

CONTACT ME

 03065119130

ridaq9675@gmail.com

H# 58, Main Service Road Old
Shakrial Rawalpindi

EXPERTISE

- Project Management
- Public Relations
- Teamwork
- Time Management
- Hard worker
- Effective Communication

➤ WORK EXPERIENCE

GLOBAL LINK PRIVATE LIMITED

Working as an “**Academic Supervisor**”

Sir Syed Preparatory school system

Worked as a “**Office Assistant**”(2019 - 2024)

➤ EDUCATION

UNIVERSITY OF PUNJAB

Bachelors of Commerce (2017)

LEADERSHIP COLLEGE

Intermediate of Commerce (2015)

ISLAMABAD MODEL COLLEGE FOR GIRLS (I-8/4)

Matriculation (2013)

➤ LANGUAGE

- English
- Urdu
- Punjabi

➤ COMPUTER SKILLS

MICROSOFT OFFICE

- Microsoft word
- Microsoft Excel
- Microsoft PowerPoint