

MAHNOOR BUTT

ADP GRADUATE

Details

Rawalpindi, Punjab
Pakistan
[03196430175](tel:03196430175)
bmahnoor227@gmail.com

Skills

Time Management
Multitasking
Communication Skills
Teamwork
MS Office
Problem Solving
Organizational Skills

Languages

Urdu
English

Profile

Motivated Adp graduate with strong organizational, communication, and problem-solving skills. Seeking an opportunity to contribute to a professional organization while enhancing my business, management, and administrative expertise.

Experience

Admission Department Intern, Riphah International College

Assisted students with admission-related inquiries. Managed documentation and administrative records.

Coordinated with departments to facilitate admission processes.

Education

ADP, Riphah International College

2022

Intermediate (ICS), Punjab College

Matric (Computer Science), Federal Model Secondary School