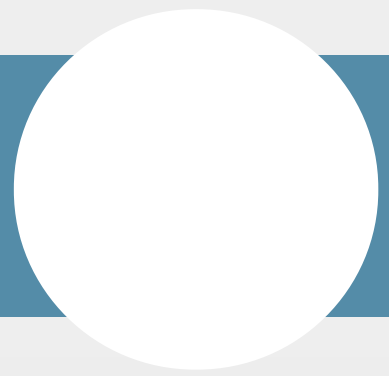


Syeda Yumna Zubair

D/O Syed Zubair Ahmed



 Female

 28th, Oct, 1994

 03335962658

 syedayumna35@gmail.com

 • Urdu • English • Punjabi

 House No 179 Street No 4 Scheme
III Rawalpindi, (Pakistan)

COMPUTER SKILL

- Good command over communication Skills
- Ability to work under stress
- Strong observation skills
- Speak fluently

OTHER SKILLS

- Communication
- Time management
- Leadership
- Problem solving
- Decision maker
- Team work
- Hard working

INTERESTS

- Reading books
- Travelling
- Sports
- Swimming

OBJECTIVE

To obtain a position in your prestigious organization that will utilize my strong dedication and passion for a stable career together with skills and experience that will enable me to make a significant at your company.

EDUCATION

● FUI-Foundation University, Islamabad, Pakistan

MS-ENGLISH LITERATURE

● Thesis (in process)

● RIU-Riphah International University, Islamabad, Pakistan

Master of Arts in, English Literature & Linguistics
RIU-Riphah International University,
Islamabad, Pakistan

2017 - 2019

● CGPA 2.93

● PU-Punjab University, Lahore, Pakistan

B.Com, Bachelor in Commerce (2
years.

2013 - 2014

● Millat College, Affiliated Federal Board, Islamabad, Pakistan

I.Com (Intermediate in Commerce):

2012

● Hira Public School, Affiliated Federal Board, Islamabad, Pakistan

S.SC (Matriculation)

2010

PROFESSIONAL EXPERIENCE

- **Al- Waha school**

Two years teaching experience in Al-Waha school.
August 2012 – August 2014

- **Millat College for Girls**

Three years one month as an Accountant experience in Millat College for Girls.
September 2014 – August 2017

- **Millat College for Girls**

Two and half years as an English lecturer in Millat College for Girls.
August 2019 – February 2022

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- **Professional Competence**

According to perception about new generation, have the well picking ability of new technology and knowledge. Have a great flexibility to mode according to environment and organization culture.

AWARDS & SCHOLARSHIPS

- **Won International Financial Scholarship at Riphah International University**

2018 - 2019

- **Advance Diploma in Spoken English Science (2009) From Nikon Group Of institute, Pakistan**