



# Resume

## ALEENA NAWAZ

### **Mailing Address:**

House No 10, Haq Lane, Caltex Road,  
New Lalazar, Rawalpindi

**Mob:** 0325-5695738

### ■ ■ OBJECTIVE

To Pursue a Progressive Career in a Dynamic Organization that's provides opportunity for both Professional & Personal Growth, acquire a challenging position in a growth oriented organization. Where my knowledge and skills could contribute to the organization's prosperity

### ■ ■ PERSONAL INFORMATION

|                 |   |                 |
|-----------------|---|-----------------|
| ✚ Father's Name | : | Muhammad Nawaz  |
| ✚ Date of Birth | : | 16-12-1999      |
| ✚ Nationality   | : | Pakistani       |
| ✚ Religion      | : | Islam           |
| ✚ NIC #         | : | 37401-7161397-4 |

### ■ ■ ACADEMIC QUALIFICATION

|                   |                                   |                    |
|-------------------|-----------------------------------|--------------------|
| ✚ BS (Economics)  | 7 <sup>th</sup> Semester-Continue | Virtual University |
| ✚ B.A (Economics) |                                   | Punjab University  |
| ✚ Intermediate    |                                   | Federal Board      |
| ✚ Matric          |                                   | Rawalpindi Board   |

### ■ ■ CERTIFICATIONS

- ✚ 3 months Spoken English Course from Civil College Rawalpindi
- ✚ 3 months Basic Computer Course from Civil College Rawalpindi

### ■ ■ SKILLS

- ✚ Ms-Word
- ✚ Ms-Excel
- ✚ Ms-PowerPoint
- ✚ Internet & Email

### ■ ■ EXPERIENCE

- ✚ Working as Senior Administrator in Ibex Montessori & School since 3 years.
- ✚ Worked as a Teacher in Private School for 3 years.

### ■ ■ LANGUAGES

- ✚ English
- ✚ Urdu
- ✚ Punjabi