



SUZANA VICKY

Address: House No. 3606, Mehmoodabad No. 2,
Karachi.

Contact: 0336-2528020

OBJECTIVE:

To secure a challenging career with dynamic, servicing, and progressive organization in order to utilize my abilities, knowledge and personal acumen with integrity contribute in the development.

ACADEMIC QUALIFICATION:

- **MATRICULATION (Computer Science)** from Karachi Board.
- **INTERMEDIATE (Commerce)** from Higher Education Karachi Board.
- **Bachelor in Arts** From Karachi University

EXPERIENCE:

- **AGHA KHAN UNIVERSITY HOSPITAL.**
VOLUNTEER SERVICE IN FINANCE DEPARTMENT — 1 Year
- **ORIENT SERVICE CENTRE**
COMPUTER OPERATOR / TELEPHONE OPERATOR — **1½ Years**
- **FOODS IN RESTAURANT**
As a Cahier and GRO----- 2Years
- **ABLE HEALTH CARE (AUTISUM CHILD SCHOOL)**
As a Assistant and coordinator -----**2 Years**
- **PARWAN REHAB CENTER (DRUGS ADDICTS SCHOOL)**
As a Assistant and Patient Data Entry -----in process

LANGUAGES PROFICIENCY:

- Urdu
- English

COMPUTER SKILLS:

- MS Word, Excel, Power Point & Internet
- Emails and correspondence
- CIT

SKILLS & ABILITIES:

- Good Communication Skills
- Efficient in learning.
- Ability to take challenges
- Sincere and hardworking

PERSONAL INFORMATION:

- Husband Name : Vicky Pervaiz
- CNIC No : 42101-8745769-8
- Date of Birth : 27th January, 1993.
- Nationality : Pakistani
- Religion : Christian
- Gender : Female
- Marital Status : Married

REFERENCE:

- Will be furnished on demand.