# Experience

08/2019 to present

**Calligrapher**

*Self-Employed, Karachi, Pakistan*

* Running a calligraphy page on Instagram named as “Husn-e-qalm”
* Design, Develop and deliver art pieces to clients according to specification
* Create Abstract art to be displayed on my page

04/2020 to 10/2020

**Online teaching**

*Self- Employed, Karachi, Pakistan*

* Responsible for maintaining a student passing rate of 88 percent.
* Responsible for maintaining students to be regular
* Responsible for developing and maintaining class materials and making them accessible to students.
* Responsible for staying in contact with students and reviewing the homework

# Education

2020-present

**Institute of Business Management**

*Bachelors in Business Administration*

2018-2020

**Habib Girls’ Higher Secondary School**

*Intermediate in Commerce*

2010-2018

**PECHS Girls’ School**

*Matriculation in Computer Sciences*

A motivated and passion person. I’m one who is capable of effectively functioning with minimum supervision. A team player who is attentive to detail and produces quality results; known for taking initiative and skilled at meeting challenges and deadlines. Seeking employment where one can develop a professional practice. Dependable and organized team player with the ability to communicate effectively and efficiently.



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**Facebook:**

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# Skill Highlights

* Project management
* Strong decision maker
* Complex problem solver
* Creative design
* Innovative
* Service-focused
* Expert in Microsoft Office
* Confident
* Leadership

# Languages

English

Urdu

MAHAM FAROOQUI

# Certifications

* Recognition Certificate for “ALL PAKISTAN MUSIC CONFERENCE” arranged by “I AM KARACHI.”
* Participation certificate for Drama fest arranged by “Habib Girls’ Higher Secondary School.”
* Participation Certificate for Inter-school Shadow Puppetry Competition arranged by “Education Bay School.”
* Won Gold medals in Inter-class sports festival 2018 and 2019 for Throw ball and Tug-of-war arranged by “Habib Girls’ Higher Secondary School.”
* Participation Certificate for International Kangaroo Mathematics Contest organized by “International Association Kangaroo SANS Frontiers”
* Certificate of Participation for National Poster Presentation contest organized by Aga Khan University Examination Board.
* Certificate of participation for Interschool Throw Ball Tournament organize by “Haque Academy School”