

HIRA AMJAD

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DOB 6_9_2002

Objective

Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. Obtain a position that will provide me the ability to work experience to a growing institute. Look forward to working with a platform that promotes quality services; and provides me with the opportunity to meet and exceed assigned goals. Consultative working approach coupled with the energy and drive as an individual contributor with minimal supervision or team working environment.

Skills

- MS office
- Excel power point
- freelancing
- Excellent problem solving abilities and resolving complex technical issues.
- Expectational communication skills both written and verbal, with keen ability to effectively collaborate and build relationships across diverse team.

Education

Fazaia Bilquis college Nurkhan
affiliated with air university, Islamabad
undergraduate in computer science
2021 — 2.7 GPA

Fazaia college PAF Base Nurkhan Rawalpindi
intermediate Fsc pre_engineering
2020 — A

Experience

multinational company

office work

2021 - 2022

Entering and managing financial transactions, maintaining financial documents and supporting the accounting team in managing documents.

The sunshine school

As a probational teacher

2020 - 2021

Reference

reference will be provided as per need

Language

urdu, English , Punjabi

Additional Information

Throughout my academic and extracurricular experiences ,I have developed a strong foundation in (computer science field) and gained a valuable skills that make me a strong candidate for an entry_level position.i am dedicated and fast learner,eager to contribute my knowledge and enthusiasm to a dynamic organization.