

GHAZALA RIAZ

Cell# 03102585532

Email: 98.dpgirl@gmail.com

Address: H# 504 sec.14 B Orangi town Karachi

CAREER OBJECTIVES:

To serve in a progressive organization/Enterprise which provides a challenging work environment and best career facilitation of creativity & Innovation where achievements are based on performance

PERSONAL INFO:

- | | |
|-----------------|-----------------------------|
| • Father's Name | Riaz Shahid |
| • Date of Birth | 9 th August 1999 |
| • Domicile | Karachi |
| • Nationality | Pakistani |
| • Marital | Single |
| • Religion | Islam |

SKILLS

- Time management skills.
- Positive approach and dynamic personality.
- Presentable personality.
- Communication skills.
- Ability to meet deadlines.
- Problem solving skills.
- Ability to work efficiently within a team as well as independently.
- Strong communication skills.
- Vaccination

QUALIFICATION

- *B.A in Karachi University.*
- *H.S.S (Commerce) Board of intermediate Education Karachi.*
- *S.S.C (Science) Board of Secondary Education Karachi.*

JOB EXPERIENCE

- 03 years experience as a Teacher in a private school
- 01 year experience as Social Mobilizer in UNICEF Pakistan.
- 03 year experience of field work in polio programme.

COMPUTER SKILLS

- Ms Office (MS Word, MS Excel & MS PowerPoint)

EXTRA CURRICULUM ACTIVITIES

- Reading Books & Magazines
- Traveling
- Sports
- Management

LANGUAGES

- English (Academic Language)
- Urdu (National Language)
- Learning Arabic

Strength:

A good learner and well-presented personality holder Having good communication skills and a very good team player as given a chance to work with more than one staff heaving good public communication skills and holding an analytical mind to make decision as per the situation...