# TABINDA ARSHAD HUSSAIN

#### **Personal Info**

Father's Name:

Azim Khan

**Husband's Name:** 

Arshad Hussain

DOB:

20-09-1977

**Religion:** 

Islam

**Marital Status:** 

Married

**CNIC:** 

42000-0368000-4

#### Contact

#### Address:

Ghani House, DV69A, Near Aqsa Masjid, Nazim Abad No. 01, Usmania Colony, Karachi

Phone:

0317-8925187

Email:

m4aymal@gmail.com

#### **Summary**

A well talented, self-motivated & competent professional, possessing experience in target oriented administrative activate. A high caliber professional well suited in teamwork job scheduling, prioritizing strong interpersonal skills to achieve a responsible position in a well-established and well reputed organization, providing competitive working environment & target-oriented tasks to boos my professional career.

### **Skill Highlights**

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused

# **Experience**

**Area Supervisor** – 06 Years **Polio Program**, Karachi

**AWD Social Mobilizer** – 01 Years **Polio Program** - Karachi

#### **Education**

Masters of Arts – Urdu (Part-1) – BZU Multan

Bachelor of Arts - Journalism – 2<sup>nd</sup> Division – BZU Multan

Faculty of Arts – 2<sup>nd</sup> Division – BISE Multan

Matriculation – 2<sup>nd</sup> Division – BISE Multan

# **Certifications**

Three Months (03) Certification in MS Office