

Kousar Bano

House No. L-80, Block 13/G, Gulshan e Iqbal, Karachi

Contact No. 03222009310 -- 03052572975

Kousarmasghar28@gmail.com

Objective

To secure a challenging career with Dynamic, Servicing, Progressive organization in order to utilize my abilities, knowledge and personal acumen with integrity contribute in the development.

Qualification:

Matriculation	(In Arts)	2004 Sukkar Board
Intermediate	(In Arts)	2006 Sukkar Board
Bachelor of Arts	(In Arts)	2023 Federal Urdu University

School Teaching

From 2007 to February 2016

Saudi Pak Insurance Company

As PA to Chairman (from March 2016 to Feb to 2023)

- Draft all the minutes of meetings.
- Coordinate with relevant department for signing of documents, Approval etc.
- Managing Meetings
- Respond Emails, Respond and attends Calls, Arrange Board meetings.

Friends Logistics Pvt Ltd

Import Depart (From March 2023 to Sep 2023)

Language Proficiency

- Fluent in Urdu, English

Skills / Competencies

- Positive thinking, ability to take challenges, motive.
- Sincere, confident and hard worker.
- I have keen sense of learning in any field.
- Proficient in Office Application especially spread sheet and word.
- Internet Browsing.

Personal Information:

Husband Name	:	Muhammad Asghar
Date of Birth	:	April 07, 1988
Marital Status	:	Married
Nationality	:	Pakistani
CNIC	:	45502-8776012-8

Reference:

Will be provided on request