

Sadia Arif

Objective:

To work in such an institution where to utilize my abilities and capabilities with efficiency and honesty.

Name: Sadia Arif Randhawa
Father's Name: Arif Randhawa
Date of Birth: 08- Nov- 1995
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Address: Abu bhaker colony near jallo park LHR Hazrat Essa stree house # 3

Education:

- Matriculation (2010)(Lahore Board)
- FA (IT) (2012) (Lahore Board)
- ADP (CS) (2023) (VU)

Experience:

1. 3 years experience in (2015-2017) Kiran publisher
2. 4 years experience in (2018-2021) Creative books
3. 2 Year's experience in (2022-2023) Javed Publisher

Skills:

English Language Course (3 months).
Computer Course (DOM Diploma in office management (3 months).
Computer languages (C++, HTML) Course (3 months)
Expert in typiest (40 WPM) urdu, English , maths types and Arabic also.
Expert in telemarketing dealing with teachers and book shops.

Ability:

Hardwork and honesty with credibility is my ability and capability.

Reference:

Will be furnished upon request.