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| CV  Shaista Tabbasum |

**Mobile No.** +92 347 4503895

**Email:** shaistatabbasum523@gmail.com

**Objectives**

To get a suitable job in order to achieve the goal in fast life. I want to be a part of an organization full of a challenging and innovative environment. As a beginner it is also my desire to learn to deal with different people regardless of their race, gender and social status

**About**

I am a person with first-rate communication skills looking to apply for a job in a professional environment as a business student. Coming with the ability to carry out assigned tasks promptly

**Professional skills**

* I got first-rate communication skills
* My typing skills are excellent
* I have superlative analytical skills
* I can work in a team based environment
* My creativity skills are up-high
* My editing skills are far better than beginners
* I have strong leadership and interpersonal skills

**Software experties**

* MS Word
* MS Excel
* MS PowerPoint
* You-cut and In-Shot
* Other social media apps (like, i.e. Instagram, Face book, discord, twitter, LinkedIn, indeed, Skype, etc.)

**Operating system expertise**

* Windows
* Android

**Capabilities**

* I am a hard worker and eager to put all of my efforts in providing my best to the organization
* I have a competitive caliber
* I am a well-rounded individual with innovative ideas to accomplish the given tasks.
* Due to my communication skills, it’s easy for me to persuade individuals
* As I am a beginner in the professional field I am able to work for the organization with a fresh mind and behavior

**Qualifications**

**2015-2017 Matriculation**

IMCG Hummak

Subjects: Pre-Medical

Grade: A1

**2017-2019** **Intermediate**

IMCG Hummak

Subjects: Pre-Medical

Grade: A

**2019-2023**  **Bachelors (in Process)**

Federal urdu university of Arts, science and Technology(FUUAST)

Department: Business Administration

Semester: 6th

Grade: A

**Languages**

* English
* Urdu
* Punjabi

**Personal Data**

**Gender:** Female

**Marital status:** Single

**Date of Birth:** 16-August-2001

**Nationality:** Pakistani

**Religion:** Islam

**Documents**

Will be provided on demand