

HIJAB RIAZ

HABIB AFSHAR COLONY MULTAN CANTT

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OBJECTIVE

“Striving for a challenging job in a celebrated organization to represent the best of my skills and proficiencies. I aim to become a viable asset for the organization and help it bloom as myself with it.

QUALIFICATION

<i>DEGREE</i>	<i>YEAR</i>	<i>DIVISION</i>	<i>BOARD/UNIVERSITY</i>
MBA (HRM)	2018	2 nd	B.Z.U Multan
B.Com	2014	2 nd	B.Z.U Multan
Fsc	2012	2 nd	B.I.S.E Multan
Matriculation	2010	2 nd	B.I.S.E Multan

COMPUTER SKILLS

MS-Office
Internet Surfing & Browsing
Amazon virtual assistant
Ebay virtual assistant
Graphic Designing
Social Media Marketing

EXPERIENCE

Internship at Pakistan International Airline
2 years Teaching
Currently doing job in School Office Administration

CAPABILITIES

To be at a Challenging Position.
Extra interest in Motivation, Leadership & Management.
Success & Positive Thinking.

Skills

Ability to work under stress
Hard worker & Problem solver
Good decision making
Punctual & Team worker
Adaptability
Administrative Assistant

