

Nabila Arif



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Address:- Mohallah Azam Khan Depot Road Havelian
Tehsil Havelian , District Abbottabad

OBJECTIVE:

I intend to take up a challenging job with diverse responsibility one that provides comfort to others promises of International exposure and give me a chance to demonstrate my ability to work successfully as member of team.

PERSONAL PROFILE:

- Name : Nabila Arif
- Father Name : Muhammad Arif
- Date of Birth : 10-03-1993
- C.N.I.C No : 13102-0587958-2
- Nationality : Pakistani
- Domicile : Abbottabad
- Passport No : MH1989581
- Date of Expiry : 26-12-2028

ACADEMIC QUALIFICATION:

Degree	Level	Session	Division	Board/University
Matric	SSC	2008	2 nd	BISE Abbottabad
F.A	HSSC	2010	2 nd	BISE Abbottabad
B.A	Bachelors	2013	2 nd	Hazara University Mansehra
M.A	Masters	2015	2 nd	Hazara University Mansehra

PROFESSIONAL QUALIFICATION:

Degree	Session	Division	Board/University
Diploma of Information Technology	2018	1 st	KPBTE Peshawar
Patawar Course (پٹاوار کورس)	2021-22	1 st	Revenue Academy Peshawar

COMPUTER SKILLS:

- Basic knowledge of **Computer Operating System**.
- Good Command on MS Office, MS Excel **2003, 2007, 2010, 2013, 2016** and **2019**.

CERTIFICATES OF ACHIEVEMENT:

- **CRO** (Campus Relationship Officer)
- Attend the Campus Relationship Officer (CRO) Training workshop at Peshawar.
- Attend the Johanniter-Unfall-Hilfe E.V First Aid Basic course on March 2007.
- Attend the (Meri Hifazat) training workshops.
- Assistant Patwari.
- GIS (Geographical Information System) 6 months Training at Peshawar.

WORKING EXPERIENCE:

- 3 Year experience as **CRO** (Campus Relationship Officer) in **Allied Schools** Havelian.
- 3 Year experience as **Assistant Patwari**.
- 1 Year experience as Accounts Manager in **Iqra Public School & Degree College** Havelian
- 1 Month experience as **CRO** (Customer Relationship Officer) in **Suzuki Abbottabad**.
- Online Marketing with PELCO (Pak Energy Line Co).
- Online Marketing with INTACT IT (CCTV, Networking, Access Control Installer).

LANGUAGES:

- Urdu, Hindko, Punjabi, English.

HOBBIES:

- Reading History Books
- Learning General Knowledge
- Internet Surfing
- Watching Movies

Reference:

- References will be provided on request.