

KHIZRA AHMAD

Khizra Ahmad
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near Qasim Market Rawalpindi

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Objectives:

Aspiring to work with an organization that offers a challenging career where I can learn and function effectively and contribute towards organizations goals. To constantly upgrade my knowledge and skills and make a difference in whatever I do.

Educational Qualification:

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|--|------------------------|
| Ms (Masters of Science) In Management Sciences Riphah International University, Islamabad | 2014 CGPA 3.58 |
| MBA (Masters in Business Administration) H.R.M Federal Urdu University of Arts, Science & Tech, Islamabad (Gold Medalist) | 2007 CGPA 3.89 |
| BBA Hons (Bachelors in Business Administration) Federal Urdu University of Arts, Science & Tech, Islamabad | 2006 CGPA 3.95 |
| HSSC (Humanities Group) Islamabad College for Girls, F-6/2, Islamabad | 2003 Marks 656/1100 |
| SSC (Science Group) Islamabad Model College for Girls, F-10/2, Islamabad | 2001 Marks 550/850 |

Training & Certifications:

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|---|----------------|
| English for Specific Purposes Higher Education Commission, Islamabad. | 1 Month |
| Training of the Teachers/ Trainers Federal Urdu University of Arts, Science & Tech, Islamabad | 4 days |
| Academia Research Skills U.S Embassy, Islamabad | 1 day Workshop |

Work Experience:

1. Working as Lecturer at Federal University of Arts, Science & Technology, Islamabad since September, 2009 till date.
2. Worked as Research Assistant at Federal University of Arts, Science & Technology, Islamabad from 17th May, 2008 to 31st May, 2009.
 - Looked after the daily operations of the University, ensuring compliance with the policies and regulations).
 - Helped in getting the University Accredited from Pakistan Engineering Council (PEC).

Computer Skills

Good computer knowledge and operational skills of MS Office, Net surfing and email.

Personal Qualities:

- Maturity
- Patience
- Ability to assess student's requirements and fulfill them
- Confident

Effective communication skills

Personal Information:

Date of Birth: 01st January, 1984

Linguistic Abilities: Urdu & English

Professional References:

Will be provided on demand