

NUSRA REHMAN

PROFILE

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goal.

PERSONAL INFORMATION

Father's Name: Rana Atta-ur-Rehman

Religion: Islam

Domicile: Sahiwal, Punjab

CONTACT

Mobile: +92 333-4558548

Email: zeeniasuleman@gmail.com

SKILL HIGHLIGHTS

Teamwork
Excellent Communicator
Computer proficiency
Administration
Teaching
Time management

TOOLS & TECHNOLOGIES

Microsoft Office
Photoshop, Illustrator
Coral draw
Word Press

INTEREST

Book reading
Painting
Cooking

LANGUAGES

Urdu (native)
English
Punjabi

EXPERIENCE

Ehsan College of Health Sciences Sahiwal

August 2021- January 2025

Worked as an Admin & Account Officer

Worked as a Lecturer in Ehsan College

Worked as a lecturer Post graduate college, Sahiwal

The country school

Dec 2019 to Feb 2020

I fulfilled my responsibilities as a Class In charge

Haddock Software House Sahiwal

1st March 2016 to 22 October 2016

- Design different responsive websites on dream weaver software
- Worked on different social media platform.
- SEO

EDUCATION

MS Computer Science

COMSATS University Islamabad, Sahiwal campus

2022 – 2024

BS (HONS) Information technology

Govt. Post Graduate College Sahiwal

2013 – 2017

COURSES

Course: Graphic Design

Institute: e-Rozgar **Duration:** 3 Months

Course: Word press

Institute: Programian Institute of technology
Duration: 3Months

CERTIFICATE

Train The Teacher

(Awarded by Gohar Publisher Pakistan Dec 2018)

English Language Proficiency in Classroom

(Awarded by The Educationalist Network of Pakistan Marc 2019)