

PAKIZA RUMAN
Student

PROFILE

Business Administration student.

I consider my self a responsible and orderly person.

EDUCATION

- BACHELOR OF BUSINESS ADMINISTRATION (BBA)
- UNIVERSITY OF SARGODHA (UOS)
- CURRENTLY STUDYING

INTERMEDIATE

ABAI DULLAH COLLEGE PAKPATTAN

MARKS: 967

MATRICULATION

MARKS: 990

➤ EDUCATION

Bachelor of Business Administration (BBA)

- University of Sahiwal (UOS)
- **Currently Studying**
- Intermediate
- Abaidullah College Pakpattan
- Marks: 967

➤ LANGUAGE

- Urdu
- English

➤ COMPUTER SKILLS

- MS OFFICE
- EXCEL FORMULAS & FORMATTING
- INTERNET RESEARCH
- FILE MANAGEMENT
- CANVA BASICS

➤ VOLUNTEER EXPERIENCE

- PERFORMED ACCURATE DATA ENTRY AND COPY PASTE TASKS
- CREATED EXCEL SPREADSHEETS AND MANAGED DATA RECORDS
- CONDUCTED WEB RESEARCH AND COLLECTED INFORMATION FROM ONLINE
- PREPARED POWERPOINT PRESENTATIONS FOR ACADEMIC AND PROFESSION
- CONVERTED PDF FILES INTO WORD AND EXCEL FORMATS
- MANAGED ADMINISTRATIVE SUPPORT TASKS WITH ATTENTION TO DETAIL