

Hajra Durani

Kalu Chana Banda Pindi Road Kohat

hajradurrani786@gmail.com | 03120963979 | DoB: 15.Feb.1998

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

Professional Experience

AH group Of Company (S2S Marketing)

BDE

AH group of companies are a diversified company bringing the much-awaited overhaul into the world of the historically staid real estate industry of Pakistan. AH Group is offering real estate services, having registered offices in Islamabad, Peshawar, Hangu and Kohat. AH group is a team of experts working together to build, design, and maintain projects all over Pakistan.

- Real estate sales agent

Nutrition Assistant

1 year work experience as a Nutrition Assistant in prime organization. Social work awareness among masses regarding child health care, Since malnourished mothers are more likely to have malnourished children, prime organization promotes supplementary feeding schemes for adolescent girls, pregnant women and Breast feeding mothers.

Education

Green hood public high school Kohat

SSC

- Science

Govt girls degree college kda Kohat

HSSC

- ICS

Kohat university of science and technology

BBA Hons

- Finance

Achievement And Rewards

- Achieve award as best organizer for Dr Allama Iqbal day in Kohat University of science and technology
- Achieve award for 3rd position in science Exhibition at Govt girls degree college KDA kohat

Certification

- Certificate in basic Information technology from RISEMARK institution
- Certificate for two month course in FOJI FOUNDATION VOCATIONAL TRAINING CENTER

Key Skills

- Sound knowledge of MS word
- Well experience and use of internet
- Confident and time bound
- Good typing writing speed
- Good communication skills

Interests

- Cricket
- Reading
- Watching tv
- Cooking