

Hassanat Hussain

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Pak Street Canal Town House No
T2841, Fazal Abad, Peshawar

EDUCATION

University Of Engineer and Technology, Peshawar —

Enrolled: BSC Computer Science and Information Technology
CGPA: 2.8
Grade: B (Good)
Year: 2018-2022

Higher Secondary School Certificate, University College for Boys

Enrolled: Computer Science
Total Marks: 735
Percentage: 66%
Grade: B
Year: 2018

EXPERIENCE

Aug 2022 – | Currently Working As an Admin in Peshawar Model School Boys - I

Responsibilities

- ❖ Oversee, coordinate and perform day-to-day school administrative functions
- ❖ Prepare and maintain student records and ensure that they are updated regularly
- ❖ Provide secretarial assistance to the principal
- ❖ Maintain the student database

December 2020 - | Virtual Assistant, Nextro Agency

Responsibilities

- ❖ Respond to emails and phone calls
- ❖ Prepare customer spreadsheets and keep online records
- ❖ Perform market research
- ❖ Provide customer service as the first point of contact
- ❖ Work from home as a freelancer in the E-Commerce department.
- ❖ Worked as a sales manager and customer support.

CERTIFICATION AND AWARDS

- ❖ Virtual Assistant Certificate(Video Boot Camp EC)
- ❖ Digital Marketing Certificate(Google)
- ❖ Cloud Computing Course (HEC)
- ❖ Currently doing RHEL certification

SKILLS AND HOBBIES

- ❖ English (Fluent); Urdu (Native); German (Beginner)
- ❖ Microsoft Office (Excel, Word, PowerPoint)
- ❖ MIS handling.
- ❖ Beginner in Linux (Ubuntu, Redhat, Centos)
- ❖ Beginner AWS and Cloud handling
- ❖ Networking Knowledge