

# **CURRICULUM VITAE**

## **SHUMAILA FIRDAUS**

Address: Noor ullah General store, Pahri Pura Police  
Station, Haji Camp Peshawar  
Cell: 0332-9863976

### ✓ **PERSONAL INFORMATION**

Father's Name : Mian Firdaus Shah  
D.O.B : 09/01/1988  
Domicile : Peshawar  
Gender : Female  
Nationality : Pakistani  
CNIC : 17201-3425819-4

### ✓ **PROFESSIONAL EXPERIENCE**

#### **2022 – 2024**

- Worked at Receptionist at **Frontier foundation Welfare Hospital and blood transfusion center Peshawar**.(NGO)
- Public dealing
- Answering and forwarding phone calls.

#### **2017 – 2021**

- Worked as Customer Services Representative in **ZONG CMPAK**.
- Communicating with customers through various channels, resolving customer complaints

#### **2015– 2017**

- Worked as Administration Officer at **Hydro Food Beverages & Shadab Tea Company**.

#### **2014 – 2015**

- Office work experience in administration department at **General and Children medical center phase-6 Hayatabad, Peshawar**.

#### **2011 – 2014**

- ✓ Section in charge and office work experience **Bin Haleem High School near Haji camp, Kambo**.

### ✓ **ACADEMIC EDUCATION**

Degree	Session	Board
S.S.C	2004	F.B.I.S.E Nowshera
FA	2006	B.I.S.E Mardan
BA	2011	University of Peshawar
B.Ed	2015	Allama Iqbal University

### ✓ **Computer Literacy**

MS office word 2003, MS office word 2010, MS office Excel 2010  
Use computer easy & done different works of computer, Web Browsing best experience.

### ✓ **LANGUAGES**

- English
- Urdu
- Pashto