

UNAIZA QAZI

INFO

Address

R 658 block 1 FB Area
sharifabad karachi

Contact

Phone : 03308473823
unaizaqazi290@gmail.com

EDUCATION

Matric

Computer science
Bahria school hanif SRE
Karsaz karachi

Intermediate

FSC Pre-Engineering
Jinnah intermediate
collage

Short Courses

- **Virtual Assistant**
Enablers
- **Office Automation**
Memon Foundation
- **Graphic Designing**
EVS Enablers

ABOUT ME

Matric from bahria school, computer science and Intermediate from Jinnah intermediate collage for girls ,FSC pre-eng. I have also done skills development courses .

My attention to detail and excellent problem solving skills ensure that every project I work is done accurately and to the highest standard . My verbal Communication skills and Positive attitude makes me an effective communicator.

SKILLS

- Maintained and organized all records, documentation, and other files.
- Made quality decisions (accepted or rejected) based on provided control outlines.
- Ability to work closely and collaboratively with the administration.
- Exceptional leadership qualities and amazing ability to maintain order at the working place.
- Proficiency in a wide range of analytical methods and techniques.
- Unquenchable passion and drive to succeed.
- Computer skills include Ms office +Editing PS , canva+ Virtual assistant skills like Business Managment, product research, sourcing, marketing strategies Etc .