

QIRRAT AFGAN

OBJECTIVE

To contribute in organization's progress and development through my analytical, financial and marketing skills.

CONTACT

PHONE:

0346-7737016

EMAIL:

qirratafgan01@gmail.com

ADDRESS:

**197 H-4 Wapda town phase 1,
Lahore**

HOBBIES

1-Reading Books

Skills

1. Team Player
2. Leadership and Management skills
3. Proficient in use of MS Office TOOLS
4. SQL
5. Management
6. Leadership
7. Strategic planning
8. Additional skills

PROFESSIONAL EXPERIENCE

AZ Success

Currently working as a virtual assistant with AZ success company.

Key Responsibilities:

1. Dropshipping Management
2. Product Research
3. Search Engine Optimization (SEO)
4. Amazon and eBay Listing Optimization:

AZ Success (March 2022- July 2023)

Work as a content writer and social media officer

Social Internship (2019)

Sheikh Zayed Hospital, Rahim Yar Khan

Education Summary

Master of Business Administration (2023-2025)

University of central Punjab, Lahore

Bachelor of Business Administration (2017-2021)

Khwaja Fareed University of Engineering and Information Technology,
Rahim Yar Khan

CGPA: 3.67

Major: Human Resource

F.S.C (2013-2015)

Oxbridge College, Rahim Yar Khan

Grade: A+

Matriculation (2011-2013)

Oxbridge Secondary School, Rahim Yar Khan

Grade: A+