

# Rimsha Awais

## About me

I am an enthusiastic, self-motivated, reliable, responsible and hardworking person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

## Contact Me



0340 8570161



Muhallah Bakhshu Pura  
shah Faisal Gate, Gujrat

## Expertise Skill

- Graphic design 
- MS Office Expert 
- Front desk receptionist 
- Digital Marketing 
- Video editing 

## Education

- 2018-2020  
Matric (sci,comp)  
Hassan model high school,  
Gujrat
- 2020-2022  
Arts ( Humanities) , government  
miss Fatimah Jinnah college  
Gujrat
- 2022-2023  
diploma of graphics designing,  
web designing and  
development,  
vocational training institute

## Work Experience

- HFO Assistant  
gujrat, Bashir Hospital
  - Work as front desk assistant and receptionist.
  - work as head of computer department