**Sana Saghir**

House No…. Street No….

Herbunspura, Lahore

0300-1234567 (cell)

042-1234567 (home)

Email: sana@semioffice.com

**EXPERIENCE**

* World wide fund (WWF) June- July 2012
* Attended lectures regarding awareness for conserving environment
* Delivered presentations
* Intern, Pakistan Girls Guide Association (PGGA) June- August 2011
* Managed scheduling and records
* Report writing
* Delivered presentations and organized an event

**EDUCATION**

* BA (HONS), International Relations (2009-2013)

 Kinnaird College for Women

* FA (General Science), (2007-2009)

Kinnaird College for Women

* Matric (Pure Science), (2007)

Garrison Academy for Girls, Lahore, Cantt

**COMPUTER SKILLS**

* Proficient in MS Word and power point