

MUNEE BEGUM

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Professional Summary

Independent, Dedicated and conscientious student eager to learn and experience as much possible for the betterment of future.

Skills

- Proficient in Microsoft Office (particularly Word, Excel, and PowerPoint)
- Maintaining calendars and meeting schedules
- Organizing staff and public events
- Speaking multiple languages (Hindi, Urdu, Pashto (Farsi), English)

Work History

Workready Internship, 06/2017 to 09/2017

Phila Federation of Teachers – Philadelphia, PA

Assist Staff with Office Duties; such as, filing, copying, phone calls.

On-call Backup, 05/2018 to 08/2018

Estee Lauder PALC – Bristol, PA

Greeting visitors, putting products against the rail, passing hairnet and gloves to employees, Directing phone calls.

Education

High School Diploma: 2018

Girls High School - Philadelphia, PA