



Aqad Ahmad

Date of birth: 03/04/1997 | **Nationality:** Pakistani | **Phone number:**

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Address: V/PO Kalu Khan, Tehsil Razar, Distt Swabi, kpk, 23400, Swabi, Pakistan (Home)

● EDUCATION AND TRAINING

26/08/2019 – 22/08/2021 Pakistan

MASTER OF BUSINESS ADMINISTRATION Pakistan Institute of Development Economics, Islamabad

Address Quaid-i-Azam University Campus, Islamabad, 44000, Pakistan | **Website** <https://pide.org.pk/>

10/08/2015 – 03/08/2019 Pakistan

BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) Abdul Wali Khan University Mardan

Address Garden Campus, Abdul Wali Khan University Mardan, Pakistan | **Website** <https://awkum.edu.pk/>

26/07/2013 – 27/07/2015 Mardan, Pakistan

INTERMEDIATE (HIGHER SECONDARY SCHOOL) Board of Intermediate and Secondary Education, (BISE) Mardan

Address 529Q+36X. Malakand Mardan Road, Mardan, Khyber Pakhtunkhwa 78146, Mardan, Pakistan |

Website <https://web.bisemdn.edu.pk/>

11/04/2011 – 08/06/2013 Mardan, Pakistan

MATRIC (SECONDARY SCHOOL) Board of Intermediate and Secondary Education, (BISE) Mardan

Address 529Q+36X. Malakand Mardan Road, Mardan, Khyber Pakhtunkhwa 78146 23200 Mardan Pakistan, Mardan, Pakistan

Website <https://web.bisemdn.edu.pk/>

● WORK EXPERIENCE

30/05/2021 – CURRENT Swabi, Pakistan

BUSINESS EXECUTIVE GLOBAL ENTERPRISES AND GENERAL ORDER SUPPLIER

Overseeing and analyzing financial operation, Approving purchases and expenditures, Harmonizing organizational activities, Building relationship with clients, Communicating with Suppliers, Maintaining Inventory.. (40 hours/week)

● DIGITAL SKILLS

Microsoft Office | Microsoft Excel | Microsoft Powerpoint | Outlook | Microsoft Teams

● LANGUAGE SKILLS

Mother tongue(s): **PUSHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **ADDITIONAL INFORMATION**

INTERNSHIP

17/05/2020 – 15/01/2021

IdeaGist Global (US)