



Arhum Maqsood

A confident and extremely creative individual, a result driven individual self-motivated with an immense capacity to work under pressure. An initiative taker possessing a good deal of technical knowledge and a high level of commitment looking to apply newly acquired skills in a demanding role and take great interest in new technological advancements.

Contact

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0333-9379720

Email
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Address

Abshar colony street#4, Warsak road, Peshawar.

Education

2022

BBA(Finance)
CECOS University

2017

Pre-Engineering
Peshawar model degree college
2015

Science
Peshawar model School

Expertise

- Ms-Office Tools
- Management skills
- Data Entry skills
- Strong Communication
- Team Management
- Problem solving

Language

English
Urdu

Experience

○ 27-May-2023

Askari Bank Pvt.LTD

Job position

Buisness Development Officer (BDO) (Currently Employed)

○ February 2022-May 2022

CECOS University of IT & Sciences

Job position

Admin and Logistic officer

○ February 2022

Da Hawwa Lur (NGO)

Job position

Accountant

○ February 2021 - April 2021

CECOS University of IT & Sciences

Job position

Admin office Intern

○ July 2019 - December 2019

CECOS University of IT & Sciences

Job position

Admin office Intern

○ 2019-2022

I Do Events

Job position

Team leader & Sponsorships