

PERSONAL INFORMATION

Father: Dr. Maqsood ul Haq Qureshi

DOB: 11 June, 1999

Age: 23

Domicile: Peshawar

Nationality: Pakistani

Religion: Islam

Gender: Female

Marital Status: Single

CONTACT

Address: Canal Town, Nasir Bagh
Road, Street# 1, House# 4,
Peshawar

Contact No: 033-69206737

E-mail: tubamaq11@gmail.com

LANGUAGES:

- ✓ English
- ✓ Pashto
- ✓ Urdu

SKILLS:

- ✓ Payrolls
- ✓ Effective Communication
- ✓ Data Analysis
- ✓ Problem Solving
- ✓ Focus on Teamwork
- ✓ Leadership
- ✓ Optimistic Thinking
- ✓ Understand and apply contract provisions
- ✓ Studious, Confident & Presentation
- ✓ Accept new experiences & Responsibilities

TUBA MAQSOOD

OBJECTIVE

- To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.
- A responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EXPERIENCES

➤ PAKISTAN TELECOMMUNICATION LIMITED (PTCL):

Nature of organization: Telecommunications Services Provider

Designation: Finance Internee

➤ KORBAH:

Nature of organization: Welfare Organization

Designation: Volunteer

➤ SKY MARKETING:

Nature of organization: Real Estate Organization

Designation: Sales Executive

QUALIFICATION

DEGREE

INSTITUTE

MBA (Finance)

(3.84)(IMStudies, UOP)

BBA Hons (Finance)

(3.24)(IMStudies, UOP)

FSC (Pre Medical)

BISE Peshawar

Matriculation (Science)

BISE Peshawar

COMPUTER SKILLS

MS-Office

Bookkeeping

Excel in Accounting

