

YUSRA MAHMOOD

CONTACT



**Sodiwal Multan Road
Lahore**



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+92 349 1477500

SKILLS

- **Business Development.**
- **Task Management.**
- **Decision Making.**

PERSONALITY

- **Hard worker.**
- **Punctuality**
- **Communicative.**

COMPUTER SKILLS

Microsoft Office



REFERENCE

**Will Be provided on
demand.**



PROFILE

- To work in organization where I can fully utilize my knowledge to achieve the highest efficiency and strive to promote the status of organization and to improve myself.
- Seeking a challenging positioning in a dynamic organization in order to get more exposure and growth opportunities to enhance skill and knowledge.



EXPERIENCE

Silk Bank Limited (Internship)

(Feb 2020 to Mar 2020)

- Complete a lot of complicated work.
- Ensured customer satisfaction by handling credit card department.

Laps School

(Mar 2023 to till continue)

As a Coordinator & Accountant

- Manage all accounting transaction.
- Handle all office works.



QUALIFICATION

National University of Modern Languages

Bachelor in Business Administration (2021-2023)

Punjab University

Bachelor in Commerce (2016-2018)

B.I.S.E Lahore

Intermediate in Commerce (2014-2016)

B.I.S.E Lahore

Matriculation (2012 - 2014)



PERSONAL INFORMATION

Father Name's : Nasir Mehmood
CNIC No. : 35202-2687994-8
Language : English, Urdu & Chinese



HOBBIES

