

# Lubna Naz

Chak No. 28 4/L, Tehsil and District Okara

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A professional, friendly and courteous student who has a track record of getting tasks/projects done on time with excellence. She has a wide range of valuable transferable skills gained through study that can be used across various job roles and functions. One of her strongest competencies is her multitasking ability to manage several projects, coupled with her superb communication skills.

## EDUCATION

(2020-2024)

B.Com (Hons.), 6<sup>th</sup> Semester

**UNIVERSITY OF THE PUNJAB, LAHORE**

(3.59/4), Continue.

(2018-2020)

FSc (Pre-Medical)

**District Public School and College,  
Okara**

(871/1100), 1<sup>st</sup> div

(2016-2018)

Matriculation (SCIENCE),

**FG Public School No.2 (GIRLS), Okara Cantt.**

(974/1100), 1<sup>st</sup> div

## Skills

- Effective Communication Skills
- Time Management
- Leadership Qualities and efficient Decision Making
- Hard Working

## **AWARDS AND CERTIFICATES**

- Certificate for 1<sup>st</sup> position in Quran Quiz Competition(2022) in Hailey college of commerce, University of the Punjab.
- Certificate for 3<sup>rd</sup> position in Seerat Quiz Competition (2021) in Hailey College of Commerce, University of the Punjab.
- Certificate for participation in English Essay Writing(2022) Competition, organized by Hailey Literary Society.
- Certificate for participation in International Symposium on Digital Business transformation, The Way forward(2022), Organized by Arab Open University, Oman.
- Working Member of Hailey Quiz Society, University of the Punjab.
- Organizing member of Provincial Level Quiz competition on General Knowledge (2023) at Hailey College of Commerce, University of the Punjab.
- Certificate for completion of Data Science certification by IBM at Coursera.
- Awarded by PEEF merit scholarship (2018-2020) in District School and College Okara.
- Bronze-medalist of HRCA Science and English Quiz Competition in 2018.

## **Computer Skills**

- MS Office
- Word
- Excel
- Power Point
- Basic Python Programming
- QuickBooks Online and Xero

## **Interests**

- Cooking
- Novels reading
- Teaching
- Socializing

## **EXPERIENCE**

- Freelance Data entry experience.
- 2-year teaching experience at home.

## **REFERENCES**

Will be furnished on demand.