



MUSKAN AKRAM

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Peshawar, Pakistan. (25000)

Birth date: 1 January 2002.

ABOUT-ME

Dedicated to delivering exceptional customer service and maintaining an efficient office environment. With strong organizational skills, multitasking abilities, and proficiency in office software, I am equipped to thrive in a fast-paced setting. Eager to contribute by fostering a welcoming atmosphere and supporting team members with their administrative needs.

SKILLS

- ❖ Front end development.
- ❖ Project tools management.
- ❖ Strong communication.
- ❖ Computer literacy.
- ❖ Hardhat, Metamask, Solidity
- ❖ Time management.
- ❖ Multitasking & problem solving.

EDUCATION

- ❖ BS Computer Science | Cecos university of IT & emerging sciences
CGPA: 3.27 | (July 2024)
- ❖ Matriculation | Municipals inter college girls Peshawar
70% | 2018

EXPERIENCE

- ❖ **Academy office management | Khalil academy Peshawar** (2018-2019)
Answering phone calls and email scheduling.
Appointments and meetings filing.
Maintain student and staff records.
- ❖ **Teaching | little sages school Peshawar** (2018-2019)
Classroom Instruction: Engaged lessons, behavior management.
Assessment: Created, graded assessments, feedback.
Student Support: Guidance, parent communication.
- ❖ **Administrative assistant | Medcraft pharmaceuticals (internee)**
Office Management: Coordinated schedules, organized files.
Communication: Handled calls, emails, and correspondence.
Data Entry: Maintained records, updated databases.
Customer Service: Assisted clients, resolved issues.

LANGUAGES

English
Urdu

