

TASVEEB IDREES

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Objective

To enhance my knowledge, improve necessary professional skills in order to pursue a dynamic career for the best interest of humanity and for the esteemed organization in which I shall pursue my career with strong concept of work ethics.

Educational Attainments

- Masters in Commerce 2018 to 2020 (3.70 CGPA)

University of Management and Technology, Lahore.

- Bachelors in Commerce 2015 to 2017

IBL College, University of Punjab, Lahore.

- Intermediate – Pre Engineering 2013 to 2015

Standard group of colleges, Lahore.

Work Experience

Internship at the Nishat Hotels and Properties - (CONTINUE)

(Management Office – Finance department, Lahore.)

Worked as a **Teaching Assistant** for the Associate Professor in School of Commerce and Accounting at University of Management and Technology, Lahore.

- Reviewing assignments and quizzes.
- Reviewing and preparing question papers in accordance with instructions.
- Preparation of relevant academic documents.
- Assisting for middle and final paper checking.

Achievements

- Certificate for Academic Excellence (For Maintaining SGPA in all semesters)

University of Management and Technology.

- Two Dean merit Awards for securing more than 95% in semester finals.

University of Management and Technology.

Seminars and workshops attended

- Seminar for corporate social responsibility arranged by OIRC in collaboration with UMT.
- Seminar on filing of Income tax returns.
- Seminar for the Zakat implications as per rules of Shariah by Institute of Islamic perspectives.
- Seminar at Nishat Finishing mills and visit of mills.
- Seminar by stylo for different career opportunities.

Professional skills

- MS Word
- MS Excel
- MS Power point

Personal Skills

- Ability to work in a team for attainment of mutual goals.
- Problem solving approach for dealing with work pressure.
- Time management skills in accordance with given timeline for assigned tasks.
- Good Communication and Presentation skills
- Hardworking and dedicated

Hobbies

- Web Surfing
- Book reading
- Music