

Zikria Maqsood



0336-4055148
Zikriamaqsood@gmail.com



Islam Nagar, PO Sundar,
Multan Road,
Lahore.

OBJECTIVE

To seek a responsible position within a progressive & well reputed organization to achieve results and attain professional growth while embracing new developments & strategies to remain competitive.

EDUCATION

2017 Masters in Population Sciences
University of Punjab, Lahore

2015 Graduation
University of Punjab, Lahore

2013 Intermediate
Bise Lahore

INFORMATION TECHNOLOGY -IT EXPERT IN USING:

Microsoft Excel
Microsoft Word
Microsoft Power Point

Adobe Photoshop
Adobe Illustrator
Adobe After Effects

PERSONAL INFORMATION

S/O Maqsood ul Hassan
D.O.B February 2, 1994
CNIC 35202-9472694-7
Status Not-Married
Religion Islam
Nationality Pakistani

CERTIFICATES & PROFESSIONAL TRAININGS

Certificate
in
Graphics Designing

PERSONAL SKILLS

Typing Speed 30 wpm (English)
Internet Browsing, Documentation
Data Processing, Computer operations
Marketing, Graphics desinging

PROFESSIONAL EXPERIENCE

Asistant Accountant From Sept -2019 Nov - 2019
Lahore polypropylene industries (pvt) limited

Responsibilities

Daily production reports
Maintaining stock reports
Maintaining attendance and salaries and others assigned Work

REFERENCE

Will be furnished on demand