**Lubna Shahzadi**

Mobile No: 0304-2799848

Email: shahzadilubna888@gmail.com

***Career Objective:***

I want to achieve high carrier growth with a dynamic and stable organization. And through continuous learning process keep myself dynamic, visionary and competitive in changing world.

***Academic Profile:***

* **MSc. (Business Statistics & Management)** from University of the Punjab in **2015**.
* **Bachelor of Commerce** from University of the Punjab in **2013** securing **1st Division**.
* **Intermediate of Commerce** from Board of Intermediate & Secondary Education Lahore (BISE Lahore) in **2011** securing **1st Division**.
* **Matric** from Board of Intermediate & Secondary Education Lahore (BISE Lahore) in **2008**.

***Other Skills:***

* Certificate of German language from University of the Punjab in **2015**
* MS-Office and (Typing Speed 30wpm).

***EXPERIENCE:***

* Work as **Assistant Accountant** in Noor Pipe Industries (Pvt.) Ltd.

Prepare Salary sheet

Petty Cash

Quotations, Gate Pass and Delivery Challan

Sale Invoice

Book keeping

Emailing

Calling the Clients

* Work as Key Punch Operator in PEEF **(17/Nov/16 to 31/May/2018)**.
* Duties performs as Key Punch Operator

Data Entry

Sorting and Filling

Scanning

Dispatching

Calling

Printing

* Six month experience as MTO in Punjab Educational Endowment Fund.
* Internship in Allied Bank Limited **(May to July 2016).**

***Personal Profile:***

Residential Address House # 10-A, Street # 9-A Muhalla Hamu Shah Fateh Sheer road Muzang Lahore.

C.N.I.C 35404-6906534-4

Domicile Lahore.

Marital status Single

***References:***

References to be provided when desired.