

# Rida-E-Hoor Qaiser Iqbal

MASTER OF COMMERCE

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Lahore

## PROFILE

I am master of commerce. Did master of commerce with hand on exercises and multiple on field projects. My goal is to gain confidence in soft skill required to exceed in every single field.  
I can hold work pressure, can do multiple tasks for your organization. More importantly One of the soft skills is time management. It is a key required to unlock professional success and i am holding this key .

## SKILL

### MICROSOFT WORD

- Can create word documents
- Can design different types of format In MS Word
- Can edit and rewrite word files

### MS.POWERPOINT

- Can make customized slides
- Can easily communicate using powerpoint slides

### DATA ENTRY

- Can organize data in Excel
- Can manage data on sheets

## EDUCATION

### B.COM

Punjab Group of College 2018 Annual

Studied economics and business communication  
Practiced verbal and oral communication with People

### M.COM (Hons) University of Punjab, Lahore (2018-2022)

Did on field projects and collaboration

## AWARDS

Got the 1st Position in Accounting Specialization awarded with the Gold Medal from the Haily College of Commerce university of the Punjab.

## CERTIFICATE

Certificate of Basic IT from Punjab Vocational Training Council (Lahore 2017)