



MAQSOOD AHMAD

Among diverse skills, I have an excellent skill of writing and speaking that enables me in accomplishing any undertaking in this regard. Given a chance, I, certainly, put all my potentials in achieving the organizational objectives, both, academic and administrative

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EDUCATION

DIPLOMA OF INFORMATION TECHNOLOGY
BOARD OF TECHNICAL EDUCATION
2019
BACHELOR OF ARTS
University of Peshawar
2019
HSSC
BISE Peshawar
2013
SSC
BISE Mardan
2010

HOBBIES

Surfing Internet
Reading
Playing Cricket
Traveling

LANGUAGE

- English
- Pushto
- Urdu

Experience

Business Development Officer

Askari Islamic Bank, Attock 2023 – Present

- Excellent planning Skills.
- Good Interpersonal & Communication Skills.
- Ability to adjust and work in tough working environment and learns quickly.
- Helping in implementation of organization rules and policies

Examination Officer

Sarhad University of Science & IT Peshawar 2014-2022

- Delivered clerical support by efficiently handling a wide range of routine and special requirements.
- Interacted with students professionally by phone, email or in-person to provide information and directed to desired staff members.
- Executed record filing system to improve document organization and management. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Maintained financial accuracy by collecting deposits, fees, and payments.

Store Keeper

Redco Textile Limited Islamabad 2011-2014

- Organized warehouse space and planned layouts to allow for maximum storage capabilities.
- Verified effective and timely implementation of operational goals by prioritizing tasks.
- Prepared updated shipment reports for executives and clients.
- Analyzed and logged purchase orders.

Reception Manager

PESHAWAR VIEW HOTEL PESHAWAR 2009-2011

- Welcome all customers with friendly greetings answer general question, gathered the nature of visit and directed to specific offices.
- Kept Reception area clean and neat to give visitors positive first impression.
- Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information.
- Coordinated with room service, housekeeping, maintenance and security to meet all guest needs

SKILLS

- Observation
- Decision Making
- Multi-Tasking
- MS Office
- Excellent work ethic
- Filing and data archive
- Office Administration
- Problem-Solving
- Computer Proficiency
- Records Management
- Administrative Support
- Documentation
- proficiency Data Entry