

# Aqsa Durrab

Profession

## Contact

### Address

Lahore, PB, 54000

### Phone

0324 4939697

### E-mail

aqsaailyas34@gmail.com

## Skills

### Administrative tasks

Excellent

### Social media sites

Very Good

### Presentations

Excellent

### Team collaboration

Excellent

### Client Relationships

Very Good

### Recordkeeping

Excellent

### Problem-solving

Excellent

### Collaboration

### Outstanding communication skills

Excellent

Microsoft xp, 7 and windows 8 applications (word, excel, PowerPoint, outlook, access) advanced Command on Internet Browsing & email

## Languages

### Urdu

Excellent

### English

Very Good

Resourceful team player with experience with common software applications and social media platforms. Well-versed in business organization and strategies for successfully modernizing workplaces. Skilled at project support with proven history of solutions-oriented problem-solving.

## Work History

### Intern

*JS Bank, Lahore*

- Answered incoming telephone calls, took down messages and provided information.
- Analyzed problems, identified solutions and made decisions.
- Collaborated in professional team to solve workflow issues.
- Interacted with customers by phone, email or in-person to provide information.
- Achieved management recognition by designing and implementing special project during internship.
- Took detailed meeting minutes, prepared meeting rooms and compiled paperwork to support department.

2015-03 -  
2016-12

### Coordinator

*Al Fatah Acadmy, Lahore*

- Maintained master schedule and set up appointments.
- Aided colleagues, managers and customers through regular communication and assistance.
- Entered and maintained departmental records in company database.
- Entered data, generated reports and produced tracking documents.

## Education

2009-09 -  
2011-05

### Matric

*Awais Girls High School*

2011-09 -  
2013-07

### Fsc

*Post Graduate Islamia College For Women - Copper Road*

2014-09 -  
2018-09

### Bachelor Of Business Administration: Management Science

*National University of Modern Languages - Egerton Road*

2018-09 -  
2020-01

### Master Of Business Administration: Management Science

*National University of Modern Languages - Egerton Road*