



MAHREEN NAZ

Administrator

+92-345-6114614

mahreen.naz80@yahoo.com

A291 Shadman Town Malir
Colony Karachi,

EDUCATION

Karachi university (KUBS)

BBA 2023 - 2024

Karachi University

B.Com 2011 - 2013

Board of Intermediate Education

I.Com 2008 - 2010

Board of Secondary Education

Matriculation 2003 - 2005

EXPERTISE

- Ability to work in Team
- Learning Power
- Data Analysis
- Confidence
- Critical Thinking
- Learning and updating skills as new systems are introduced.
- Fast learner / Sincere and Hardworking.
- Presentable and Self-motivated.

LANGUAGE

English

Urdu

MOST PROUD OF

- Persistence & Loyalty
- My Courage to handle difficult situations

Experience

Sept 2018- Present

Army Public school & Cambridge Campus Malir Cantt

Administration Officer + Graphic Designer

Manage voucher, Maintenance Bank Statement, Web mails, Generate fees bills, Posting voucher

2014 - 2018

Hazrat Shah Jahangir Academy

Accountant + Graphic Designer

Manage voucher, Maintenance Bank Statement, Web mails, Generate fees bills, Posting voucher, Montessori books work

2013 - 2014

Nasra School, Malir Campus

Computer Teacher + Office Assisant

Computer Lab, Manage, Maintenance, Teacher, Activities, Workshops, Web mails

2011 - 2013

Natinal Grammer School

Computer Teacher

Computer Lab, Manage, Maintenance, Teacher, Activities, Workshops, Web mails

Personal Information

- Father's Name: Feroz u din Qureshi
- Date of Birth: 03/14/88
- Nationality: Pakistani
- Marital Status: Married
- Religion: Islam
- Domicile: Sindh
- CNIC: 42201-1902746-4

Certifications

- Ms Office
- Adobe Photoshop
- Adobe Illustrator