

LAIBA MAQBOOL

CMA ASPIRANT

CONTACT

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- 📍 Faisalabad, Punjab, Pakistan

EDUCATION

Laboratory Higher School for Girls.
Matriculation

Punjab College Daewoo Campus
FS.C Medical

ICMAP
Cost Management Accountant

SKILLS

- Content Creation
- Self-Motivated
- Management Skills
- Creativity
- Teamwork
- WordPress (Basics)
- Critical Thinking
- Leadership
- Customer Service Skills
- Professional Email Writing
- Attention to Detail
- Organizational Skills
- Adaptability
- MS Excel
- Communication Skills
- Problem Solving
- Video Editing
- Canva Expert

ABOUT ME

An ambitious CMA student, actively building expertise in freelancing, WordPress, Excel, and communication skills. Passionate about continuous learning, professional growth, and creating value through dedication and excellence.

EXPERIENCE

2024-2025

Freelancing & Self-Learning Projects

- Created basic WordPress websites to enhance technical skills and knowledge.
- Performed data analysis and visualized data using basic Excel functions, including data entry and chart creation.
- Wrote blogs and short articles to practice content writing and improve writing skills.
- Completed small tasks on freelancing platforms, including managing client communication and adhering to project deadlines.
- Handle video publishing, optimization, and audience engagement on Youtube

CERTIFICATIONS

- WordPress by DIGISKILLS
- Freelancing by DIGISKILLS
- Communication and Soft skills by DIGISKILLS
- Mastering Microsoft PowerBI by MINDLUSTER
- SAP Business objects by MINDLUSTER
- Microsoft Excel for accounting and finance by MINDLUSTER
- Content writing by DIGISKILLS
- Advance Excel by ANALYTICS CAMP

LANGUAGE

English
Urdu
Punjabi

REFERENCES

References will be provided upon request.