



# Maaz Ahmed

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## Objective

To be associated with a firm, that provides career development opportunities and to contribute in its progress through my knowledge and skill.

## Experience

**Assistant to Production Manager**  
**The Location Lab Pvt. Ltd.**

**December 1<sup>st</sup>, 2020 – Present**

Gather projects status and report making  
Maintain deadlines of projects on PMS  
Attend meetings with Production Manager  
Minutes of the meeting  
Leaves and lates management  
Assist in payroll regarding leaves and lates  
Resolve employees queries related to leaves and lates  
Resolve attendance related queries  
Assist in recruitment  
Email management of interviews, joining and other  
Add new employees in management system  
Maintaining record of seating arrangements  
Other tasks assigned by Production Manager

## Education

### **Indus University**

MBA - Masters in Business Administration (2021-Present)

### **Iqra University**

BSCS - Bachelors in Computer Science (2016-2020)

### **P.E.C.H.S. Education Foundation Govt. Degree Science College**

Intermediate - Pre-engineering (2013-2015)

### **Ali Ali Boys/Girls Secondary School**

Matriculation - Science Group (2003-2013)

### **Arena Multimedia**

**DIFM** - Diploma In Graphic Designing And Film Making (1 Year)



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garden, Gulzar-e-Hijri,  
Metroville III,  
Scheme 33, Karachi



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## Skills

Adobe XD	● ● ● ○ ○
Adobe Illustrator	● ● ○ ○ ○
Adobe Photoshop	● ● ○ ○ ○
HTML	● ● ● ○ ○
MS Office	● ● ● ● ○

## Other Skills

Time Management  
Office coordination  
Record keeping  
Email Management  
Willingness to learn

## Portfolio

<https://xd.adobe.com/view/0019fdf7-4cf6-4479-96dc-960aee1daf3d-554a/?fullscreen>

<https://xd.adobe.com/view/ca9dbc10-1001-4de4-a0d6-5b8430023761-9fce/?fullscreen>

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