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|  |  |  | **Gulfjobseeker.com CV No:** **80286****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit request through Feedback Link<http://www.gulfjobseeker.com/feedback/submit_fb.php> |  |  |
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|  | Career Objective |  | *To reach a position in my field of expertise that can give me a challenging environment, not only utilizing my potentials but also enhancing my capabilities. To become a skilful Journalist by constant learning and to work devotedly in a dynamic and an innovative environment to meet the organizational and personal goals.* |  |
|  |  |  |  |  |
|  | Experience |  | **Qubee Rawalpindi Pakistan**  |  |
|  |  | Key Responsibilities | **Feb2011-May2012**  |
|  |  |  | * Reception.
* DSL Installer
* Marketing
 |  |
|  |  | **Meer Enterprises(ISB)Pakistan**  |
|  |  | Key Responsibilities * Accountant.
* Admin
 | **May2013 March2014** |
|  |  | **Ayzo Technologies Rawalpindi Pakistan** Key Responsibilities* CSR.
* Call Center.
* Communication & language skills.
* Insurance and Injuries clam
 |    **April 2014 Present**  |
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|  |  |  |  |  |
|  |  Professional skills &  knowledge  through  Education.   |  | ***Management*** * Administration details records in out process of employee.
* Strategic and B.O.D issues and decision on time.
* Supervision and planning, ideas generating.
* Motivation, creativity and guidance.

**Marketing.** * CSR, customer wants and needs.
* Consumer satisfaction and attraction.
* Substitute offer of product

**Financial & Cost Accounting** |  |
|  |  |  |  IFRSBook keeping, recording analyzing,* Costing, LIFO/ FIFO /average, store keeping,
* Balance sheet, trading, summarizing,

Accounting standards, IAS,IFRS  |  |
|  |   |  |  |  |
|  |  |  |   |  |
|  |  Academic  Achievements  & Education Personal  Information Extra Curricula Activities |  | * **SSC Certificate from Rawalpindi Board of Intermediate &**

 **Secondary Education.(2007-2008)*** **HSSC Certificate from Rawalpindi Board of Intermediate and**

 **Secondary Education (2009-2010)*** **B.Com Punjab University Punjab Pakistan(2011-2013)**
* **ACCA Associated Charted Certified Accountancy U.K (In**

 **Progress 2013-2017)**  * Date of Birth : 19-08-1993
* Nationality : Pakistani
* Marital Status : Single
* Religion : Islam
* Residence : Rawalpindi Pakistan

 * Badminton Player.
* Cricket and football all time best for me.
* Tennis.
* Music & games.
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 **Computer**

 **& Language skills**  M.S office(Complete)

Excel & word.(Specially)

Superb Document typing speed and accuracy .

Online working ,recording.

English(Fluent) Urdu ,Hindi & Arabic(modrete)