|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | |  |  | | |  |  |  | |  | | | | |  | | | | |
|  |  |  | | | | | | **Gulfjobseeker.com CV No:** **80286**  **Mobile +**971505905010 / +971504753686  To get contact details of this candidates  Submit request through Feedback Link  <http://www.gulfjobseeker.com/feedback/submit_fb.php> | | | | | | | | | |  | | |  |
|  |  |  | | | | | | | | | | | | | | | | | | |  |
|  |  |  | |  |  | | |  |  |  | | |  | | | | | | | |  |
|  | | | | | | | | | | | | |  | | | | | | | |  |
|  | | | 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** | |
|  | | |  | | | | |
|  | | |  | | | |  | | | | | | | |  | | | | | |  |
|  | | | 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. | | | | | | |  |
|  | | |  | | | | | | | |  | | |  | | | | | | |  |
|  | | |  | | | | | | | |  | | |  | | | | | | |  |
|  | | |  | | | | | | | |  | | |  | | | | | | |  |
|  | | |  | | | | | | | |  | | |  | | | | | | |  |
|  | | |  | | |  | | | | |  | | |  | | | | | | |  |
|  | | |  | | |  | | | | |  | | |  | | | | | | |  |
|  | | |  | | | | | | | | | | |  | | | | | | |  |

**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)