**Personal Profile Statement**

A motivated, adaptable and responsible Management graduate seeking a position in an Administration and Secretarial/ Accounting and Finance position which will utilize the professional and technical skills developed through past work experiences in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion.

**Education and Training:**

2011 – 2015 BS (Hons.) Management Sciences Institute of Commercial Management-U.K

1st Class Degree

**Relevant Modules:**

Accounting and Finance

Marketing Management

Strategic Management

Human Resource Management

Customer Service

2011 – 2013 **Higher Diploma in Accounting** Scottish Qualification Authority-U.K

2009-2010 **Certified Accounting Technician** A.C.C.A- U.K

**Employment History:**

1. Worked as a **Freelancer** from July 2015 to March 2016.

Article Writer, Rewriter, Proof Reader, Business Plans Developer, Academic Projects Handler, Account and Finance Related Projects, Virtual Assistant.

2. Worked as **Accountant** for Tariq Waheed Traders from March 2014 to December 2014.

Book Keeping, Supervising staff, Managing Office, Stock Controller.

3. Worked as **Network Marketing Officer** in Tiens Int. Limited from July 2012 to October 2012.

Network Marketing Officer, Presenter to proposed customers, Data Entry Officer, Data Entry Officer.

**Software Skills:**

|  |
| --- |
| Microsoft X OS |
| Microsoft Office Suite |

**Professional Skills:**

Planning & Scheduling and Negotiation.

Team Lead for social and academic activities

Innovative, Social Worker, Hard Worker, Social Butterfly.

Strong Communication Skills in English, Urdu and Punjabi languages.

Good interpersonal, listening & problem solving skills.

Fast learner and always willing to learn and accept new challenges.

Positive and **'**can do**'** attitude with adaptability.

Ability to work under pressure and multi-tasking, both effectively and efficiently

**Hobbies and Interests:**

I enjoy reading non-fiction books, solving puzzles and socializing with friends and family.

**Volunteering and Community Services:**

Project Volunteer for **Chanan Development Association** for ONE COIN CAMPAIGN for the people of Earth Quake victims.

Event Management Volunteer for **National Youth Peace** **Festival’13** Lahore

Registered Volunteer of **Fatmid Foundation**.

Registered Volunteer of **Punjab Anti Dengue Team**.

**First Name of Application CV No:** **1668786**

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