

English

Hindi

Urdu

March 2013 -April 2016



**CONTACT ME**

Networking

Web

Windows

Linux

Accountant

**WORK EXPERIENCE**

**PROFILE**

/ Feb 2012 – March 2013

FRIEND”S CORNER REFREHMENT CENTRE

Cashier

System / WebAdministrator / Accountant

**LANGUAGES**

Seeking employment in a challenging environment, Involve in work practices that lead to high organizational performance. Coordinating work activities to complete them efficiently and effectively and hence improving overall productivity of the organization.



Arabic



**EDUCATION**

Intermediate

/ 2014

Matric

2012





**CERTIFICATIONS**

Diploma in Information Technology Course

Web & Graphic Designing

English Language course

**PROFICIENCY**

Inspire Institute of Technology’s Pakistan

Certificate in Computerized Accounting

\*Peachtree \*QuickBooks \*Tally

**PROFESSIONAL SKILLS**

Microsoft Office

Microsoft Window

Internet Browsing

Graphic Illustration

Networking

Peachtree

**Job Seeker First Name / CV No: 1822878**

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Graphics

Marketing