Hassan

[Hassan.325383@2freemail.com](mailto:Hassan.325383@2freemail.com)

**Objectives:**

Seeking an opportunity in a reputable organization where I can get a handful of valuable experience and from where I can capitalize on my skills and qualifications through learning.

**Academic Qualification:**

**BBA (4 years) Finance – 2016 (74.89%)**

Comsats Institute of Information Technology Abbottabad, Pakistan

**Intermediate** (**FSC- Computer Science) – 2011**

Board of Intermediate & Secondary Education Abbottabad, Pakistan

**Secondary School Certificate – 2009**

Federal Board of Intermediate and Secondary Education Islamabad, Pakistan

**Experience:**

**July 2015 – September 2015**

Internship at Habib Bank limited Abbottabad, Pakistan

**Responsibilities**

* Customer services
* Cash Deposit
* Remittances

**Technical Skills:**

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* Diploma in Office Automation (NIML Abbottabad, Pakistan)
* Microsoft Excel (Advanced Formula)
* Tally ERP 9 (Accounting Software)
* Peach Tree (Accounting Software)
* Computer and Internet Surfing

**Organizing & Participation:**

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* Awarded “Organizer Certificate” (Entrepreneur’s Corridor Comsats Abbottabad)
* Awarded “Organizer Certificate” (Student’s Week Comsats Abbottabad)
* Awarded “Organizer Certificate” (EMCOT Comsats Abbottabad)
* Awarded “Participation Certificate” (AADRISH Fine Art Club Comsats Abbottabad)
* Awarded “Organizer Certificate” (Comsats Literary Society Abbottabad)

**Activities & Interests:**

* Sports – Walking, Exercise, Cricket, Football
* Music – Listening
* Socializing – Volunteer Work

**Languages:**

**ENGLISH** Read Write Speak

**URDU** Read Write Speak

**PASHTO** Read Write Speak