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**Yasir**

**Yasir.331213@2freemail.com**

**Objective**

A highly astute and responsible individual who has the aptitude to succeed in an extremely competitive environment, a quick learner with strong work ethic who is also team spirited, self-motivated, resourceful, reliable and very committed with ability to achieve meritorious standards of work. Can Shoulder the assigned responsibilities diligently.

**Working Experience**

**Western Union by Ravi Exchange (Pvt.) Ltd.**

**Worked as Branch in charge and Teller/cashier**

**July 2015 to October 2016**

**Responsibilities**

* Installing and configuring computer systems, diagnosing, analyzing and rectifying

 Hardware and Software faults

* Receiving and paying cash for the company and maintaining the record for it
* Keeping the record of negotiable instruments involved in a financial

 Institution’s various transactions

* Dealing in foreign TT # DD.
* Handling the foreign currency
* Entertaining the Western Union payments

**New Multan Stockiest**

**Tianshi international Pakistan co. (pvt) ltd**

**Worked as an Administrator**

**July 2014 to June 2015.**

**Responsibilities:-**

* Updating Basic Accounts and Book Keeping
* Sale record entry through Web Based Online Software
* New Joining Wintry through Web Based Online Software
* Supervising Sales, Purchase and Marketing
* Customer Relation
* Invoice entries and cross checking
* Preparing and analyzing financial statements
* Helped in preparing tax returns.

**Academic Qualification**

* BS-IT 2015 University of Education Lahore
* Faculty of Science 2011 Rise College of Science
* Secondary School Certificate 2009 Laureates Public High School

**Core Competencies**

* Adaptability.
* Self-Starter and hardworking
* Focus on Continuous Improvement
* Ability to handle the stress situation
* Efficient Supervisor

**Other Skills**

* Internet Browsing
* Computer Literate
* Php, Asp.net C#
* Networking
* CCNA
* DBMS

**Reference**

* Will be furnished on demand