**mURAD**

**mURAD.338817@2freemail.com**

**CAREER SUMMARY – Objective**

Looking for an opportunity to join a leading organization. Searching for an opportunity to work for well-established company like yours where my skills and training will be put to good use.

**area of interest: Financial accounting/ data entry/book keeping**

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| **Summary** | I am degree holder of bachelor in business administration. (FINANCE). |

**Personal information**

* Profile: Male ,age 24 ,Married
* Nationality: Pakistani
* Religion: Islam
* Language: English,Urdu, Pashtu
* Current Location: Village Naryab district Hangu Pakistan

**Educational Credentials**

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| Degree |  | Percentage |
| BBA(HON,s) Bachelor in business administration.(IBMS) Agriculture university Peshawar. |   | **64.30% CGPA 2.72** |
| FSC science |  | **65.36 %** |
| SSC Science |  | **65.14 %** |

**EXPERIENCE**

* **1 year experience with AGRICULTURE EXTENTION sector as a accounting data entry clerk.**

**duties & responsibilities**

* Responsible of all the daily transactions records like, sales invoices, purchase inventories, receipts and payments, accounts receivable, accounts payable of in accurate account filling system.

**TRAINING/INTERNSHIP**

 3 months office internee in MCB BANK ltd.

**Professional Courses / Certifications/Computer Skills**

* Peachtree Accounting
* Quick book Accounting
* Tally ERP 9
* MS excel and ms word

**personal SKILLS**

* Open- minded & ability to quickly identify opportunities to reduce waste .
* verbal Communication ,Job Knowledge
* Excellent communication and relationship-building skills
* Ability to communicate effectively with at all levels of employees and managers.
* Highly energetic and self-motivated resource.