Fahad.342168@2freemail.com \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAREER OBJECTIVES:**

To acquire more productive work experience in practical field. I want to become a part of professional environment, where I can utilize my skills and experience efficiently towards the achievements of organizational goals. I want to acquire reputable position in organization in next 5 years. I want to see myself at managerial position in future concern.

**WORK EXPERIENCE:**

**Organization: Fahad Education Academy**

(Home Tuition Center in Bahawalpur, Pakistan) **Tenure:** January 2015, To January, 2017

I was running my own education academy in Pakistan where I taught accounting to Commerce students. I managed daily academic routine work. Take tests to students and evaluate their performance on weekly basis.

Students counselling and resolving their matters. Issuance of performance report to their parents was also my responsibility.

**Organization:** **Allied Bank Limited.**

(Private Banking Company in Pakistan)

**Tenure:**  October 2014-December 2014 (2 month)

**Designation:** **Internee**

**Responsibilities:**

* Form Filling
* Issuing cheques books
* Opening basic account.
* Customer dealing.

**ACADEMIC EDUCATION:**

**Degree Examining Body Year**

MSc. Accounting and Finance Islamia University of Bahawalpur, Pakistan. 2012-2014

Bachelor of Commerce (B.Com) Islamia University of Bahawalpur, Pakistan 2010-2012

Intermediate Commerce (I.Com) Board Of intermediate and Secondary Education, 2008-2010

 Bahawalpur, Pakistan.

Matriculation Board of intermediate and Secondary Education, 2005-2007

 Bahawalpur, Pakistan.

**COMPUTER PROFICIENCY:**

* Proficient in using Microsoft word, excel and power point.
* Proficient in using Peachtree sheets (Accounting software).
* Proficient in using Tally sheets (Accounting software).
* Windows, Computer applications and software’s installations.

**SKILLS AND STRENGTHS:**

* Able to do admin tasks like: handle of large amount of paperwork and data, filing, documentation.
* Good communication like: clearly communicate with friends, colleagues and staff.
* Flexibility like: ability to adopt new work situation or changing in existing work situation.
* Adoptability like: ability to learn new things in work
* Problem solving skill like: ability to identify problems and deal with it calmly and efficiently as shown in work. Carefully approach to the solution.
* Good Time Management like Allocate time for specific task, Eliminate time waster, avoid small talks with co-workers, creating schedule, analyze work process and to do in simple way.
* Reliable decision making like: ability to make good judgement about what to do in a difficult situation.
* Eager and punctual like: ability to remain available on time for things.
* Cooperative like: ability to work well with others.
* Dedicated like: ability to devote myself for work.

**LANGUAGE PROFICIENCY:**

* Urdu
* English

**REFERENCE:**

It will be provided on demand.