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**wasim**

C/o- +971504973598

[Wasim.344902@2freemail.com](mailto:Wasim.344902@2freemail.com)

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**Career Objective**

My Objective is to obtain an accounting position where I will be able to contribute my Accounting skills, knowledge and experience to a company that gives me a chance to develop my career.

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**Technical and soft skills**

* **Computer skills:** Well versed with MS Word, MS Excel & Power Point, Basic Networking concept.
* **Accounting Software: Peachtree**
* **Customer service:** Ableto maintain high levels of customer satisfaction.
* **Communication skills:** Able to communicate well in English, Hindi/Urdu, and Pashto
* **Customer care:** A clear appreciation and understanding of the importance of customer care and its function within a business.
* **Team player:** Able to work successfully in a team and equally able to work independently.
* **Record keeping:** Able to manage information; maintain accurate written and computerized records.



**Professional Experience and Significant Achievements**

**Nexus Diagnostic Centre, Rawalpindi, Pakistan**

*Company address: Rawalpindi, Pakistan*

*Nexus Diagnostic Centre is Offering Services in Rawalpindi, Pakistan*

**Receptionist: *September 2016 – Jannuary2017***

Job Responsibilities:

* Maintaining and Handling of Cash and making daily cash collection report to the management.
* Responsible for receiving calls, guiding and helping Customer.
* Providing information to the visitors and callers.
* Making and arrangement for clients and staff members.

**“Accountant General Office (Govt Of Khyber Pakhtunkhwa)”**

*Company address: Peshawar, Pakistan*

**Accounting Internee: *June 2016 - August 2016***

Responsibilities

* Understand and comply with all departmental processes and procedures
* Handling of day to day reports, memos, Drafting, taking notes.
* Involved in budgetary activities, includes: Calculation of quarterly budget payments and scheduling of budget payment, issuance of budgets and sanction orders to concerned parties for concerned quarters.
* Dealing with customers of various categories of funds request.

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**Professional Development - Qualifications**

**Master of commerce(M.com):  *Sep 2014- April 2016***

Government College of Management Sciences Peshawar,Pakistan.

**Bachelor of commerce – (B.com): *Sep 2012- April 2014***

Government College of Management Sciences Peshawar, Pakistan

**Diploma in business administration – (dba): *Aug 2010- Feb 2012***

Government College of Management Sciences Peshawar, Pakistan

**Diploma In Information Technology – (dit): *June 2014- June 2015***

Government College of Management Sciences Peshawar, Pakistan

**Matriculation in Science –(SSC):**

***Khyber Model School Peshawar, Pakistan*** *Mar 2009- Mar 2010*

**Personal Information**

**Visa status:** Visitor Visa

**References:** Available on request.

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