***URRICULUM***

***ITAE***

***DOST***

***OBJECTIVES:***

* To be exposed, to get involved and to be the best of what I can be in promoting and attaining company objectives and goals. And to work in a Dynamic, Challenging environment with tremendous opportunities, practical learning, growth and development

***ACADEMIC QUALIFICATION:***

* Matric Abbottabad Board
* Intermediate Karachi Board
* B.A Federal Urdu University Karachi

***PROFESSIONAL EXPERIENCE:***

* 02 Year Experience as a Medical Billing Executive.
* 01 Year Experience as a Computer Operator (Dispatch) in Dawn Bread Capital Food & ATA Islamabad.
* 02 Years Experience with USL (Dawlance) Company Account Department as Account Assistant, Rwp.
* 03 Years Experience as a Accountant in Textile Company Karachi.

***RESPONSIBILITIES AS ACCOUNT ASSISTANT:***

* Fulfilling data entry having parameters to I.T and Software SAP Business.
* To ensure maximum utilization company for networking.

***TRAINING / SHORT COURSE:***

* Certificate in Advance I.T
* Certificate in P.T.C

***PERSONAL SKILLS:***

* Computer Computer Fundaments, MS Word, MS Excel, MS Power Point etc
* Internet E-Mail, Chating and Surfing etc.
* Language Urdu, Punjabi & English

***PERSONAL INFORMATION:***

* Date of Birth : 01-08-1987
* Marital Status : Single
* C/o-Contact # : +971504973598
* Email : [dost.345056@2freemail.com](mailto:dost.345056@2freemail.com)
* Religion : Islam
* Nationality : Pakistani