

**nazim**

Email: nazim.360962@2freemail.com

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| **OBJECTIVE:** |

I am looking forward to join a team of innovative, dynamic and motivated individuals in an organization that excels in providing career building and growth opportunities.

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| **PROFESSIONAL EXPERIENCE:** |

**Organization : Sharif Jewellers (Whole Sale Dealers)**

**Job Title :** Accountant

**Duration :** Aug 2014 to 2016

**Responsibilities**

* Entry of all Vouchers in Rekcon Gold Software.In all my previous jobs I have been responsible for my own external correspondence eith customers.
* Daily all reports OK & Nill.I am incharge of my own administration,contract accounts and updating computer data base.
* Daily Cross Tally from the sheets.I am fully compentent in using microsoft office packages such as word excel keyboard skill of a high maintenance the old and new jewellery reports
* Calls to the Customers for Cash Recovery.

**Organization : Standard Chartered Bank (Pakistan)**

**Job Title :** Data Entry Operator

**Duration :** Feb 2013 to Jul 2014

**Responsibilities**

* All Data Enter in MS Excel And Word Software.
* Check the E-Mails Receive and send mails.
* Operate the incoming & out going Calls.
* Operate the computer like as hardware and software.
* **Additional responsibilities**
* Generate customer thank you letters.

**Organization : Kashmir Muslim Model Girls High School**

**Job Title** : Accountant (Entry Level)

**Duration :** Jan 2012 to Feb 2013

**Responsibilities**

* Enter the journal entries in Journal, ledger, trail balance.
* Make the trail balance and balance sheet.
* Show the gross profit,gross loss and net profit net loss.
* Print out of all sheets and make sure of save files.

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| **QUALIFICATIONS:** |

* **B.B.A (2014):**
* Preston Institute of Management Science & Technology.
* **I.Com (2010):**
* Board of Intermediate & Secondary Education Lahore.
* **Matric (2008):**
* Board of Intermediate & Secondary Education Lahore.

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| **OTHER QUALIFICATIONS***:* |

* 6 Months Diploma in **HARDWARE AND COMPUTER SOFTWARE**.

** Al-Hafiz Computer College Lahore (Pakistan).**

* 6 Months Diploma (**D.I.M) Certificate in Office Management.**

** Al-Hafiz Computer College Lahore (Pakistan).**

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| **COMPUTER SKILLS:** |

* Internet Explorer.
* Installation Operating System win 98 , win 2000 , win XP , vista , win 7.
* Windows partition.
* MS DOS
* MS Excel, World
* Computer Hardware

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| **PERSONAL:** |

* Name NAZIM
* Date of Birth 03-03-1992
* Gender Male
* Marital Status SINGLE

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| **HOBBIES:** |

* Reading Books and News Paper.
* Net Surfing.

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| **LANGUAGES:** |

* English
* Urdu
* Punjabi

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| **REFERENCES:** |

Reference will be furnished if required.