**Personal skills Professional skills**

 - Highly motivated and eager to learn new things. Business administration
 - Strong motivational and leadership skills. Quick Books
 - Ability to produce best result in pressure situation. Telly ERP 9
 - Excellent communication skills in written and verbal SPSS & Microsoft office

 Versatile and highly self-motivated accountant with 1 year of accounts experience.  Well-versed in accounting regulations standard practices and confidentiality issues.

 - Expert in implementation of each step of project.
 - Eager to learn new technologies and methodologies.

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 **Accountant**

 1year working experience as a accountant in Masood Enterprises Islamabad Pakistan from 1st Jan to 30th Dec.

 **Key** **Responsibilities**

 Recording daily transactions, general ledger trial balance and preparing financial reports.

 Inventory management, estimating cost & revenue and maintaining & analyzing budgets.

 **Customer Service Representative**

 10 months working experience as a CSR (Customer Service Representative) in Kareemiya Technologies & IT Solutions Rawalpindi Pakistan from 1st Jan to 25 Oct.

 **Key** **Responsibilities**

 Making outbound calls, convincing customers, service & product information and maintaining customer records.

 Handling customer complaints and making possible customer leads and sales.

 **Education**

 **Personal information**

 D.O.B: 01-09-1990

 Nationality: Pakistani

 Religion: Islam

 Visa status: Visit visa till 1st of June

**Experience**

 MBA with major in finance from AJK University with 77%

 Bachelor of Commerce (B.Com) from AJK University with 65 %

  Summary



 Imran

 Email: Imran.361642@2freemail.com