***KAMRAN***

[Kamran.363148@2freemail.com](mailto:Kamran.363148@2freemail.com)

* ***OBJECTIVE:***
* *Looking for a better career opportunity and prepared to*

*accept challenges that lead to a bright future.*

* **ACADEMIC PROFILE:**
* 2013\_\_\_2015: Completed BachelorsOf Commerce**.**
* 2009\_\_\_2011:Completed Inter From Board Of Intermediate

Education Karachi.

* 2006\_\_\_2008:Completed Matriculation From Board Of

Secondary Education Karachi.

* **TECHNICAL PROFILE:**
  + 02 Months Certified Course Of Microsoft Office From Farooq-e-Azam Computer Institute.
* MS Outlook
* MS Excel
* MS Word
* MS PowerPoint
* **Languages:**
* English(Moderate).
* Urdu(Expert).
  + **EXPERIENCE:**
* 2012\_\_Onwards:I am doing ***Teaching***.
* ***9th*** & ***10th***Classes(Computer Science).
* ***11th*** & ***12th*** Classes(Commerce).
* 06 Years as *a* ***Front Desk Officer***in **Limton** **Group** **Of Companies**.
* Receive cheques by clients then coordination with Accounts Department.
* Handover amount and cheques to vendors with coordination with accounts department.
* Maintain records of vendor’s payments and clients receiving amounts.
* Checking utilities bills.
* Making DARs (Daily Activity Reports).
* Controlling PABX.
  + - O2 years experience as a **Receptionist & Telephone Operator** in **ZUBAIDA** ***MEDICAL*** ***CENTRE.***
* Making Invoices of patients.
* Making Admission and Discharge file of patients and receive amount and maintain records.
* Controlling PABX.
* **PERSONAL INFORMATION:**
* Religion:Islam
* Nationality:Pakistani
* Date of Birth:16-06-1990

# Place of Birth: Karachi

* Marital Status:Single