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| IMG_9859 copy.JPG  Applicant:  Noureen  **PERSONAL DATA**  Date of Birth: 03-03-1987  **EDUCATION**   * **B.A.** from University of Karachi, Pakistan * **I. Com.** from Board of Intermediate Education, Karachi * **Matriculation** from Board of Secondary Education, Karachi |

[Noureen.365000@2freemail.com](mailto:Noureen.365000@2freemail.com)

Curriculum Vitae

**CAREER OBJECTIVE**

I am seeking a challenging, developing and career making position in a progressive organization where I can prove myself as an asset to the organization and where my best capabilities in collective personal, organizational and social growth as a whole can be utilized to improve the company's performance & profitability.

**COMPUTER SKILLS**

* + - * + **MS Office Applications:**
    - MS Office Professional - Excel, Word, PowerPoint
      * + **Operating Systems:**
    - Windows XP Pro, Windows Vista, Windows 7/8/10.

**CORE COMPETENCIES**

* + - * + Fast learner and ability to learn different skills on the job
        + Maintain confidentiality and security of company documents at all times.
        + Possess administrative skills with a loyalty & commitment to the company
        + Strong organizational skills and a talent for scheduling and multitasking.
        + I have the ability to track several tasks simultaneously, which allows me to identify when project will be completed, so that this can be communicated to the clients.
        + Effective communicator with the ability to direct people’s actions toward achieving company's goals.
        + Self-starter and organized individual who is able both to work independently or as part of a team to accomplish company objectives
        + Possess a high level of accuracy and attention to detail.
        + Highly skilled in MS Office, particularly Word, Excel and Outlook;
* Proactive and result oriented.
  + - * + I have excellent verbal and written skills with a well-developed ability to deliver complex information
        + Good understanding of product, processes and regulatory reporting requirements.

**PROFESSIONAL EXPERIENCES**

**Position: Tax Assistant**

**Company: Saludin Income Tax Company,**

**Karachi, Pakistan**

**Duration: December 2016 to February 2017**

* Reporting to Tax Manager
* To provide full direct and indirect taxation support to the Tax Manager.
* To ensure that all taxation filing deadlines of the business are met.
* To undertake research of the tax issues affecting Charities and companies when required.
* To ensure the VAT transactions are applied accurately and consistently across the accounting system.
* Other duties, including special projects

**Position: Office Assistant**

**Company: Malik Khushhal Law Associates**

**Karachi, Pakistan**

**Duration: August 2013 to September 2016**

* Reporting to Partners
* Helping prepare for meetings, hearings and trials.
* Frequently undertake research projects for multiple cases to determine precedent, draft or complete legal documents and ensure the correct paperwork is filed with the courts within a specific time period.
* In many cases, work directly with clients in a non-advising capacity, such as answering questions, scheduling appointments and making sure all court requirements are met.
* Other routine tasks, such as processing and transcribing documents, entering data, scheduling and taking dictation.
* Also handle typical office duties, such as answering phones, managing inventory or performing accounting tasks

**Position: Teaching Staff**

**Company: High Star Public Secondary School**

**Karachi, Pakistan**

**Duration: August 2008 to May 2013**

* Teaching of English in Secondary section of school
* Teaching of Mathematics in Secondary section of school

**References: Available if required**