[**SHAIKH.367195@2freemail.com**](mailto:SHAIKH.367195@2freemail.com) ****

**CURRICULUM VITAE**

***APPLICATION FOR THE POST OF “ACCOUNT ASSISTANT”***

Being given to understand that you have been recruiting personal for the

Above post I am taking this opportunity to submit my candidature with relevant details for you kind consideration.

**NAME : SHAIKH**

**ACADEMIC QUALIFICATION:**

* S.S.C
* H.S.C
* T.Y.BA.
* MA.PART –I

**ADDITIONAL QUALIFICATION:**

* TYPING ENGLISH 30 W.P.M.
* COMPUTER COURSE FROM ICA (INTITUTE OF COMPUTER ACCOUNT)
* TALLY ERP 9.0, EXCEL, ADVANCE EXCEL, WORD, POWER POINT,
* ACCOUNTING AND COSTING.
* MS-CIT,

**WORK EXPEREINCE:**

* WORKED WITH **“LUNA BERING EXPORT”** FOR 1 YEAR

PREPARING INVOICE, FILLING, WOKRING TALLY, COURIER

* 1 YEAR EXPERIENCE WITH EXPORT IMPORT DOCUMENTATION
* WORKED AS AN ACCOUNT ASSITANT

**DECLARATOIN:**

I do hereby declare that all in statement as mention above is true to the best of my knowledge and belief.