

**JAMIL**

Email: [jamil.383392@2freemail.com](mailto:jamil.383392@2freemail.com)

*PERSONAL DETAIL*

1. Date of Birth 05/04/1993
2. Nationality Pakistani
3. Religion Islam
4. Marital Status Single

**EDUCATIONAL RECORD**

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| --- | --- | --- | --- |
| **Qualification** | **Subjects** | **Institution** | **Year** |
| Bachelors | Management Costing  Auditing | Rawalpindi Commerce of College Rawalpindi  **(University of Punjab)** | 2016 |
| Intermediate | Maintain Entrepreneur Accounts | Govt. Community Model College Islamia 4  **(Rawalpindi Board)** | 2012 |
| Matriculation | Arts | Private School  (Gujranwal Boar) | 2009 |

**LANGUAGES**

Proficient in following languages

**Urdu (Primary Language)**

**English**

Can read, write speak and understand

**PROFESSIONAL SKILLS**

Have knowledge of computer basic IT and Ms Office and other application, internet browsing

Ability ot generate entrepreneur innovative, modernization ideas

Professional, kind and attractive attitude with colleague, clients.

Have ability to work hard and organization improvement with keen desire for incresement of its revenue.

**WORK EXPERIENCE**

Present working in **“Western Union” Ravi Exchange** (Pvt) Ltd

**Working as a “Cashier”**

**From March 2017 to July 2018**

**Detail of Job**

Prepare and manage office accounts on daily basis on their respective heads.

Managing and preparing office files properly.

Dealing for foreign currency

* Dealing with remittance in words and outwards

**REFERENCES**

Will be furnished on demand