

**JAMIL**

Email: 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