** Armghan Tariq**

Armghan-391317@2freemail.com

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**Soft Skills**

* Ability to work under pressure
* Decision making .
* Self-motivation
* Time management
* communication

**Extra Skills**

* Computer Fundamentals
* MS Office
* Hardware Basics
* In Page / Paint
* Corel Draw
* Internet Searching
* Web Development

**Interests**

* Reading Holy Quran
* News Paper Reading
* Badminton

 **Profile**

Seeking responsible and challenging career with growth oriented organization where my talent and knowledge may contribute to the organization’s growth and profitability.

During my degree I successfully combined my studies with work and other commitments showing myself to be self-motivated, organised and capable of working under pressure. I have a clear, analytical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working in team based working environmnet. In short, I am reliable, trustworthy, hardworking and eager to learn.

**Experience**

 3 years working experience as a Assistant accountant at Abdullah transporters PVT (Riyadh Saudi Arabia) in System management (prepaing cheques for payment,management of petty cash)

 Having experience in data entry operator.

 working expertise of managing the reports about receiving and processing the invoices.

**Qualification**

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| **B.Com** |  | **2015** |
| Punjab University |  |  |
| **Intermediate (Pre-Med)** |  | **2011** |
| Bise Lahore |  |  |
| **Matriculation (Science)** |  | **2009** |
| BISE Lahore |  |  |
| **Diploma of Office Management** |  |
| Stars College Shahdara Lahore |  |
| **Personal Information** |  |
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|  |  |  |  |
| D.O.B |  | : | **23 Mar, 1994** |
|  |  |  |
| Nationality | : | **Pakistani** |
| Religion | : | **Islam** |
| Gender | : | **Male** |
| Marital Status | : | **Single** |