**IKRAM**

**Email:** [**ikram-397710@gulfjobseeker.com**](mailto:ikram-397710@gulfjobseeker.com)

**Visa status** visit visa

**PROFESSIONAL GOAL:**

To accept challenging and responsible position, where my intention, education and my capabilities can be utilized for mutual benefits and interest in efficient manner.

**PROFESSIONAL CAPABILITIES:**

* Ability to initiate, organize and maintain performance to achieve desired goals.
* Patiently analyze the situation and ability to adopt a suitable decision.
* Supportive team player in challenging and fast paced environment.

**PERSONAL INFORMATION:**

Religion : Islam

Nationality : Pakistani

**EDUCATIONAL PROFILE:**

**ACADEMIC**:

**BSC (Double Math’s& Physics) University Of AJK**

2012-2015

**FSC (Per Engineering) Islamabad School & College**

2008-2010

**Matriculation (Per-Medical) Islamabad School & College**

2006-2008

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| --- | --- | --- | --- | --- |
| **EXPERIENCES:** **01-Jan-2017 to Feb. 15-2020****Accountant**  Now in these days I was work as a account with dawn events. **Accountant**  * Manage accounts * Machinery Record/ Salary Record * Patty cash handling  **Ijaz& Company01-Jan-2017 to 01-Dec-2017****Accountant**  * Manage accounts * Machinery Record/ Salary Record * Received and Dis-pitch Documents | | | | |
| **Public World Development (PWD) 01-Jun-2014 to30-Dec-2016** | | |  |  |
| **Data entry Operator**  * Official work/ Administration work * Telephone operator/ PS to SE. | | | | |
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| **Per Continental HOTEL01-JUL-2013 to 30-may-2013****Receptionist/Guest Service Agent/Front Desk Clerk** **Main job Tasks & Responsibilities**   * Guest dealing/Reservation * Cashier / Communication Officer | | | | |

**SOFTWARE Opera 7**

**COMPUTER SKILLS:**

* In page
* Opera 5
* MS Office
* Scan Documents
* Mail
* Faxing Documents
* OPMS
* Internet browser
* Photo-static Documents.