

Resume

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OBJECTIVE

To seek challenging position with strong desire to make a substantial and positive impact towards the success of the organization and my own career growth.

WORK EXPERIENCE

* Accounts Officer in Khan Advertiser, Sargodha, Punjab, Pakistan (August 2012 – August 2013)
* Internship Trainee in National Bank of Pakistan, Punjab, Pakistan (September 2013 – February 2014)
* Sales Consultant in State Life Insurance Corporation, Pakistan (July 2011 - July 2012)

JOB DESCRIPTION

* Manage Accounts and prepare monthly and weekly financial report
* Overall day to day office management.
* Accounts opening, cash remittances and deposits, General Banking.
* Performing other related duties as required.

EDUCATIONAL QUALIFICATION

Master of Commerce – University of Sargodha, Pakistan

* Co-operate Finance, Investment, Accounting

Bachelor of Commerce – University of Punjab, Pakistan

* Advanced Financial Accounting, Cost Accounting, Auditing

Board of Intermediate & Secondary Education, Sargodha, Pakistan

* Commerce, Accounting

Board of Intermediate & Secondary Education, Sargodha, Pakistan

* Science

IT/ Computer Skills – National Computer College, Sargodha, Pakistan

* Diploma in Office Management
* Diploma in Computer Graphics
* MS Office, Tally, Typing

Languages known

* English, Urdu, Hindi, Punjabi

Interests

* Reading Newspaper & Books
* Internet Browsing, Cricket, Chess

PERSONAL INFORMATION

Date of Birth : 20/07/1988

Religion : Islam

Nationality : Pakistani

Gender : Male

Marital Status : Single

Visa Status : Visit visa (Expiry date: 20/05/2014)

DECLARATION

I hereby declare that the above information are true and correct to the best of my knowledge and belief