**AYUB**

Email . ayub.379483@2freemail.com

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| Objective | To join your esteem organization to work in a Professional environment and test my Technical and Managerial skills on a professional level. |
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| Personal Information | Date of Birth: Aug 5, 1983Religion: IslamNationality: PakistaniMarital status Married   |
| Languages  | English: Fluent Arabic basic URDO Fluent Pushto: Mother language  |
| Education | **MASTER:** **MS/MBA(Finance)** (Master of Business Administration in Finance)University of Peshawar |
| Computer Literacy | * **OPERATING SYSTEMS**
* Windows 98/2000/XP Professional/Windows 7/Windows 8
* **MICROSOFT OFFICE SKILLS**
* Word, Excel, Power Point, Access
* **WEB SEARCHING**
* E - Mail (Sending/Receiving)
* **DESIGNING AND ACCOUNTING**
* Corel Draw
* Photo Shop
* In page
* Peachtree
* Quick Book
* Tally
* **HARDWARE & SOFTWARE**
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| PERSONAL PROFILE | * Energetic and Hardworking.
* Strong Sense of Responsibility.
* Good interpersonal and technical Skills.
* Dependable and dedicated.
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| Experience | **Al Maroof Travels & tours****(since January, 2008 till March 201i****10 Years Work Experience as a general manager** Office Administration, accounts, Customer Dealing and reporting to company**SAIF GROUP OF COMPANIES (Lahore Compost (Pvt) Ltd)****(since April, 2006 to December, 2007)** **1Year & 8 Months Work Experience as a Data Entry Operator.**Compiling and feeding data of Procurement, Accounts, Admin, Production, Sales and Make Daily MIS Report.**CRESTECH INTERNATIONAL (E-COMMERCE)****(since October, 2002 to April, 2006)** **3Years & 6 Months Work Experience as a Supervisor of Data Entry Operators.**Team Supervision and Data Entry in Software. |