

**Expertise**

* Computer Operations
* Cash Handling
* Computerised Accounting
* MS Word & Excel

**Education**

* **Bachelor in Computer Sciences**

Punjab Group of Colleges G.T. Road, Jhelum, Pakistan (2013-2015)

* **Certificate of Office Management (MS Word, MS Excel & MS Power Point)**

Al-Falah Community Centre, Jhelum, Pakistan

* **Basic Certificate of Web Designing (HTML, CSS, Adobe Dream Weaver & Macromedia Flash)**

Computer City, Civil Lines, Jhelum, Pakistan

* **Certificate of Computerised Accounting (Peach Tree and Tally ERP 9)**

Computer City, Civil Lines, Jhelum, Pakistan

FARHAN

Email: [farhan.380193@2freemail.com](mailto:farhan.380193@2freemail.com)

**ABOUT ME**

I am a flexible person seeking employment which will allow development, growth and make use of my existing skills. I am highly motivated and passionate to pursue my professional career to the next level. I have completed my bachelors in 2015. I worked at two different organisations as a Data Entry Operator and Accounts Officer at DASKTECH (SMC PVT) LTD. Jhelum, Pakistan and KDC Plywood Factory (PVT) LTD. Jhelum, Pakistan respectively. I have the experience of Computer Operations and Accounts work with English communication skills. Please take your time to check my Resume. I will provide all the necessary documents if needed.

**PROFESSIONAL EXPERIENCE**

* **Accounts Officer**

Company: KDC Plywood Factory (PVT) LTD. Jhelum, Pakistan

Duration: 1st July 2016 to 15th June 2017

I joined KDC Plywood Factory in 2016 as a Data Entry Operator and after 3 months I was promoted as the Accounts Officer under the supervision of Senior Accountant. We dealt in wood works.

My job description includes:

* Data Entry
* Preparing Daily Production Reports on MS Excel
* Cash Handling
* Submitting daily cash flow report to Assistant Manager
* Banks Dealing (Cheque cash, Cheque deposit, Cash Deposit etc.)
* Creating Vouchers
* Book Keeping and closing at the end of the month
* Entries of vouchers at Company’s Software
* Letter Writing
* Manage Company Email on daily basis
* Completing the tasks before deadline.

**PERSONAL SKILLS**

Creativity

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Organization

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Team play

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Training

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English Communication

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**Technical Skills**

Microsoft Word

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Microsoft Excel

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Microsoft PowerPoint

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HTML

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CSS

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Typing Skills

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Tally ERP 9

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Peachtree

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**CONTACT**



[farhan.380193@2freemail.com](mailto:farhan.380193@2freemail.com)

* **Data Entry Operator**

Company: DASKTECH SMC (PVT.) LTD. Jhelum, Pakistan

Duration: 1st March 2016 to 30th April 2016

I started my professional career as a Data Entry Operator. I joined DASKTECH in 2016. It was an IT company which provides IT services to their clients from different countries around the globe. It was a very challenging experience and I learned a great deal from it.

My job description includes:

* Worked on different projects assigned by our Team Leaders with other Team Members.
* Letter writing and creating flat files and reports on MS Excel.
* Online Listing on Amazon and EBay.
* Listing on Amazon using Google Translator for writing the data and information of different products for their respective Languages i.e. French, German etc.
* Compiling the work done on daily basis and sending daily report to Team Leaders.
* **Personal Information**

**Marital status:** Single

**D.O.B:** 17-Feb-1992

**Languages:**

English Moderate

Urdu Native

Punjabi Provincial