

MOAZZAM MASHOOD



PERSONAL

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PROFESSIONAL PROFILE

To make my best contribution, by virtue of my expertise & skills within an organization of high repute with a view to attaining a long-term career.

EDUCATIONAL BACKGROUND

[Board of intermediate education]

I have done my matriculation in computer science in 2009 from board of secondary education Karachi.

[Board of secondary education]

I have done my intermediate in commerce in 20112 from board of secondary education Karachi.

Currently doing b.com

PROFESSIONAL SKILLS

MS office excel, word, and power point

Can also work on ORACLE

PROFESSIONAL EXPERIENCE

Ziauddin Hospital [Cashier]

[March 2017] [July 2019]

- Worked as a cashier in a mart under the supervision of supply chain management.
- They're my responsibilities were:
- Handling inventory management of both mart and warehouse in a timely manner.
- Making GRN
- Monitoring of opening and closing cash.
- Making the ledger of sales on daily bases.

Carrefour [Cashier]

[June 2015] [May 2016]

- Worked as a cashier in Carrefour (formerly hyper star).
- I was responsible for processing transactions in an accurate and timely manner using various modes of payments while ensuring that excellent service is delivered to all customers.

Amir Brothers [Junior Accountant]

[February 2014] [January 2015]

- Worked as a junior accountant.
- They're my duties include collecting bills.
- Posting journal entries.
- Updating Ledger.
- Maintaining accounts receivable and accounts payable.