

SAAD IQBAL

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Personal Information:

Father's name: ASREEN IQBAL
Date of Birth : 04-04-1999
Marital Status: Single
Nationality : Pakistani
Current Location: Kotli Azad Kashmir

Education & Credentials

Qualification	Marks	Board/University	Session
<u>BS SE</u>	3.1/4.00	University of Kotli AJ&K	2018-22
<u>Pre-Engineering</u>	561/1100	Mirpur Board Azad Jammu and Kashmir	2016-18
<u>Matriculation</u> <u>(Biology, Chemistry</u> <u>Physics)</u>	641/1050	FBISE	2014-16

Special Trainings

- Three months' certificate of "***Microsoft Office Specialist***"
- Six months Diploma of "**Computer Professional Course**"
- Workshop /Seminar attended in Skill building capabilities in UOK.
 - **Green Youth Movement Coordinator at university of Kotli (Active)**

Professional Experience

Summary of Experience

During my professional experience, I have successfully worked in Accounting.

Employer : **Salesman**
Position Held : **Al Raghif General Store**
Tenure : **September 2018 to 2019**

Employer : **Accountant**
Position Held : **Usama Book Depot**
Tenure : **September 2020 to Present**

Employer : **Computer Operator & writing Assignment, projects**
Position Held : **Usama Book Depot**
Tenure : **September 2021 to Present**

Over All Responsibilities included the following.

- Organize meetings, submitting activity reports, seminars and workshops in said places.
- Ensures close collaboration and coordination with cooperating partners.
- Coordination & communications between Regional office & Head office.

Professional Linguistic & Communication Skills

- Good in spoken and written English
- Having very good interpersonal & Intrapersonal skills.
- Good in written and oral communication.

Strengths

- Developed ability to produce reports and presentations to a professional standard.
- Capable of implementing creative thinking & ideas for company / employer's benefits in different circumstances.
- Always determined to comply with 'SMART' (Specific, Measurable, Accurate, Reachable and Timely) approach for goal achievements
- Effective at Time Management and tasks to achieve dead lines

Computer Skills

- Windows based Software's : Microsoft Office (Word, Excel, Power point)
- Social Media Marketing
- Internet browsing

- Installation of Operating System and Application Software
- Grip upon handling hard ware
- Reasonable typing speed
- Windows 7, Windows 8.1, Window 10

Hobbies/ Interests

- Social Welfare.
- Internet Browsing
- Badminton

References:

I hereby declare that the information furnished above is true to the best of my knowledge. I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.