



AKHTAR WADOOD

OBJECTIVE

To be the member of a progressive organization that give me scope to update my knowledge and skills in accordance with the latest technologies and apart of team that dynamically works towards growth of Organization and gain satisfaction there off.

- ✓ Customer Facilitation Officering **National Bank of Pakistan** as a interneDuration: **1 Year**

Responsibilities:

- Account Opening .
 - Foreign-Home Remittances.
 - License Renewal .
 - Utility Bills.
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- ✓ Two years experience Ghazi model school and college pabbi as **Accountant an Office Assistant**
 - ✓ As Enumerators NRSP School Survey Social Accountability Survey 4 Months.
 - ✓ Three Years experience as a **Accountant, Project manager** at **Anjuman Samajee Behhood** NGOs RehabilitationHospital

EDUCATION

S.No	Qualification	Specialization	Year	Marks	Board /University
01	S.S.C	Science	2010	642/1050	BISE Mardan
02	F.Sc	Pre Engineering	2012	567/1100	BISE Mardan
03	BBA(Hons)	Finance	2016	2.8/4.00	Abdul Wali Khan University Mardan
04	MBA (1.5)	Finance	2018	3.1/4.00	Abdul Wali Khan University Mardan

Diploma/Certificate

Diploma Information Technology(DIT)

Institute Board

BTE Peshawar

Marks/Obtain

1099/1400

Software

- Quick book
- SPSS

COMPUTEREXPERIENCE

- Windows Installation and Hardwearing
- Office Automation XP
- Internet
- MS Office

CORECOMPETENCIES

- Excellent communication skills
- Strong eye for detail
- Comprehensive understanding of all media outlets
- Types 30 wpm
- Proficient in Internet communication
- Strong understanding of non-disclosure agreements

PERSONALPROFILEANDATTRIBUTES

High commitment and problem solver

Quick learner with flexible approach

PERSONALDETAIL

Name AkhtarWadood

Father's Noor UIWadood

DateOfBirth01June1995

MaritalStatus Married

Religion Islam

Nationality Pakistani

Domical Nowshera

Gmail

akhtarwadood@gmail.com

Languages English,Urdu and Pashto

Address villageDagijaded P.O Dagi Banda, tehsil pabbiNowshera

Mob# +92 3139540016, 03369041465

SOCIALMEDIA



akhtarwadood



0336-9041465 , 0313-9540016

Thank you for your time and consideration.

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