

FALAK NOOR



Contact

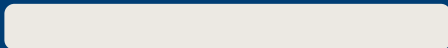
@ Falakktk63@gmail.com

+923495163633

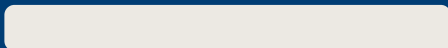
Gulbahar no 4, Ijazabad Road, Al sy ed Street, Peshawar.

Skills

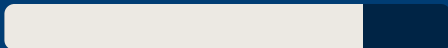
Computer Operator 100%



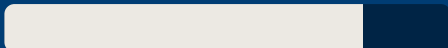
Problem Solving 100%



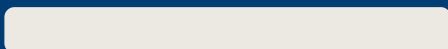
Technology Literate 80%



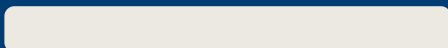
Communication 80%



Adoptable 100%



Team Work 100%



OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Field Sales Manager May-2023 - Still Working
Malik Mobiles (KP wholesale & Retail)
Excel, Word skills For tracking and Calculating bonus, incentives with sales scheme. Sales Target Achievement. Stock Allocation Goal. Multiple Software Command. Uploading Data With Planning.

Accountant June-2022 - May-2023
Skylinks Communication (Distributor)
Data Entry, Data Into Information, Reporting. Journal Entries Bank (BR-BP). Banks Reconciliation & Management. Assist Management. Software Maintenance. Salesman Technical Problem Solving. Ledger Reconciliation & Management.

Cashier & Computer Operator Jan-2022 - June-2022
Mobicell Pvt Ltd
Cash Flow Control, Cash Transactions, Payrolls, Cash Count At Day End, Cheque Cash Out, Reporting.

Social Media Manager & Photographer April-2021 - Dec-2021
Multiple Businesses (freelance)
Photography, Content Creation, People Engagement, Planning For Best Output, Analytics Of Likes Comments. Following Trends, Optimization Based On Data.

EDUCATION

Cecos University Peshawar 2021
Software Engineering & IT
3.09/4.00

Online (Udemy, Youtube) 2021
Finance Accounting
Pass

Edwards Collage Peshawar 2016
Pre Engineering
Pass

ADDITIONAL INFORMATION

I hereby declare that the above mention points are true to the best of my knowledge.