

ACCOUNTS EXECUTIVE & DATA ENTRY OPERATOR

Abdul Qadeer

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SUMMARY

Over all 5+ Years Experience in Accounts worked on various challenging projects

CAREER OBJECTIVE

I am seeking employment with a company where i can use my talents and skills to grow and expend the company. I want to succeed in a stimulating and challenging environment building the success of the company. I want to be part of success in a environment of growth and excellence.

SKILLS

**Microsoft office;
operate Computer
windows & Accounts
Softweare**

Best knowledge of computer software & hardware

EXPERIENCE

| | |
|-------------------------|---|
| Oct-2006 - Dec-2007 | M.M.MALIK & Co.(Carriage Contractor of Shell Pakistan) |
| Accounts Exceutive | Make challan and Data entry in software by computer |
| Jan-2009 - Oct-2012 | AL HAJJ Group of Companies (carriage contractor) |
| Accounts Executive | Prepare Debit Credit Bank & Jv as pre required |
| Aug-2014 - Oct-2018 | Gulistan School |
| Executive of fee office | Make feel challan of all students of school |

EDUCATION

| Degree/Course | Institute/College | University/Board |
|---------------------------------------|-------------------|------------------------|
| B.Com (final continue) | Privately | Karachi University |
| Intermediate II division | Privately | Inter Board of karachi |
| Matriculation in science | | |
| Microsoft ms office complete | | |
| Operate Different Accounts Softweares | | |

PERSONAL DETAILS

| | |
|---------------|--|
| Address | House # 1652 Muhammadabad Rizvia Society Society Gulbhar #02 Karachi Karachi, Sindh, 72600 |
| Date of Birth | 1st December 1978 |

| | |
|----------------|-----------|
| Gender | Male |
| Nationality | Pakistani |
| Marital Status | Single |

DECLARATION

Decleared that information provide is correct and true



Abdul Qadeer