

# ARFAT AHMED



Present Address: Itefaque Colony near HESCO Office Badin  
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## CAREER OBJECTIVES:

- To build a career in challenging Environment along with the prevailing and update business abilities. Working with Senior management, by offering sincere services by maintaining Progressive caliber purely based upon up-dated achievements and information for the specific organization.
- Aiming to leverage my abilities to successfully fill the vacancy at your company, ability to complete tasks on time in both individual and team setting.
- Dedicated professional with proven performance in management, leadership and communication.

## EDUCATIONAL BACKGROUND

Degree	Institute	Passing Year	CGPA/ Percentage
• <b>Commerce &amp; Management (HONS)</b>	University of Sindh	2023	3.53 (CGPA)
• <b>Intermediate</b>	BISEH (HYDERABAD)	2019	59%
• <b>Matriculation</b>	BISEH (HYDERABAD)	2017	73%

## ADDITIONAL SKILLS

- MS. Office.
- SIDAT Accounting Software.
- SPSS Software
- Graphic Designs.
- Social and academic development.
- Sound understanding and Creative instruction style.
- Clear public speaking skill, Proactive and self-motivated.

## EXPERIENCE:

- Two Months Internship in Finance Department at Indus hospital Badin from June 21, 2023 to 22 August 2023.** (bookkeeping, filing, maintaining schedules, processing cheque deposits, issuing cheques to vendors, and performing bank reconciliations..hospital billing etc)
- Field officer -Laar Rural Development Organization (LRDO) from 01-01-2022 to 02-02-2023.**
- 06 months course in Computer Applications & Office Professionals from (NAVTTTC), Government Polytechnic Institute Badin.**
- The citizens foundation Served as Teacher from October 2021 to May 2022.**
- Five-month Teaching experience (Science/Biology) at Toppers Academy Badin.**

## Certifications/ Awards:

- Organized District level Mega Educational Event EDU-FEST 2K24 by Sujag Muashro Organization On 21/1/2024, Gymkhna Hall Badin
- Secured 1<sup>st</sup> Position in Annual Research Conference 2022 by the department of commerce and management Sindh University Laar campus Badin.
- Awarded with Prime minister youth laptop Scheme 2023.
- 2-days Workshop on MS office and PowerPoint by Rotaract Club Badin.
- Award of best Team Member as Head of Public Relations by Badin youth Council.
- Certificate of active participation in thalassemia Awareness session organized by Rotaract Club Badin

## LANGUAGES

- English/ Urdu/Sindhi (Writing, Reading and Speaking)