

JAWWAD AHMED

Curriculum Vitae

House:  House # L-69, Sector 5-H, New Karachi, Karachi, Pakistan. 75850
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Career Summary:

Highly motivated and organized accounting assistant looking for a fast-paced entry-level position where I can contribute my experience with financial analysis and developing efficient systems.

Employment Experience:

Organization: Askari Bank LTD
Designation: Business Development Officer
Duration: March 2023 to till today

Organization: Faysal Bank Limited
Designation: Relationship Officer
Duration: 6 Months

Organization: AAN Entertainments
Designation: Computer Operator & I.T Technician
Duration: 1 Year

Organization: The Smart Children Academy
Designation: Computer Operator & Accountant
Duration: 1.5 Years

Organization: Lingo School
Designation: Computer Operator & Accountant
Duration: 1 Year

Organization: Anum Documentation
Designation: Computer Operator & Graphic Designer
Duration: 4 Years

Academic Qualification:

Degree: H.S.C
Faculty: Pre-Engineering
Institution: Board of Intermediate Education Karachi

Degree: S.S.C
Faculty: Science
Institution: Board of Secondary Education Karachi

Professional Certification:

Certificate: Certificate Information Technology
Institution: Bright Career Computer Institute Karachi

Certificate: Front-End Web Developer
Institution: Aptech Computer Institute

Certificate: Graphic Designing
Institution: Arena Multi Media

Additional Skills:

- Advance knowledge of Computer.
- Advance skills of Operating System Microsoft® Windows®.
- Intermediate skills of Internet surfing, browsing & downloading.

Profile:

- Self-motive and effective decision maker, self-reliant, details oriented and analytical.
- Excellent interpersonal & communication skills in developing relationship with clients.
- Flexible to work in dynamic environment with willingness to learn a new concept and technique.

Personal Information:

Father's Name: Kamal Ahmed
Date of Birth: 13th March 2002
Place of Birth: Karachi, Sindh
Marital Status: Un-Married
CNIC # 42101-1009047-3
Religion: Islam
Language: Urdu & English

Reference:

• Will be provided on request.