

QAISER ABBAS

Cell: +92-3059149064

Email: qasierbangash@gmail.com

Address: Parachinar, Kurram Agency, Khyber Pakhtunkhwa Pakistan.

Father Name: Akber Ghulam

NIC# 21303-7213292-5

Date of Birth: 23-02-2000

Nationality: Pakistani

ABOUT ME

Extremely motivated to constantly develop my skill and grow professionally. I am confident in my abilities to come up with interesting ideas for unforgettable achievements supporting organizational goals.

EDUCATION:

BS in Economics (2017-2021)

Hazara University Mansehra, Pakistan

FSc (2015-2017)

Board of Intermediate & Secondary Education, Kohat Pakistan.

SSC (2009-2011)

Board of Intermediate & Secondary Education, Kohat Pakistan.

SHORY COURSES/training

DIT (One Year) (2019-2020)

Diploma in Information Technology (DIT)

Board of Technical Education Peshawar

Workshop/ training:

- For Attending 2-days Training Workshop on Data Analysis with E-View and STATA for Social Sciences September 22&23, 2021 “Department of Economics Hazara University Mansehra”.

WORK EXPERIENCE DESCRIPTION:

01/10/2021 to 31/12/2021

Khyber Pakhtunkhwa Oil and Gas Company (KPOGCL)

Finance & HR – Internee

- Learned about the Excel shortcut Keys
- Learned about the Accounting cycle process
- Learned about training Purchases and Sale Record
- Learned about Profit & Loss Percentage
- Learned about training Employees insurance process
- Filling Employees deposit slip
- Learned about the bank Accounts and Types Of Bank Accounts
- Employees Attendance sheet Entries
- Checking Employees medical bills and other tasks assigned by the HR
- Organizing and managing data.
- Learned about training and development
- Learned about the Recruitment process and payroll

01/01/2022 to 31/02/2022

West crew Networks Company in Rawalpindi

- Quality over Cost
- Call agent
- Medicare insurance for sale

05/04/2022 up to now

National Bank of Pakistan

- Customer Support Representative

Skills

- Excellent command of MS Office, MS PowerPoint, Internet Surfing.
- Good Organizational and Management Skills.
- Excellent Communication Skills.

Languages:

- English
- Urdu
- Pashto