**SABA NAWISH**

**Phone: 0333-6463948/03360734333**

**Address: Mission Banglow Daraban Road, Dera Ismail Khan,**

* Excellent communication skills
* Well-trained&ExperiencedProfessional
* ExcellentOrganization&Coordination
* Excellent Planning Skills
* Ability to adjust and work in tough working environments
* GoodListener-QuickLearner- Dynamic
* Excellent Customer Service Skills
* Adaptable to dynamic businessscenarios
* Client Relationship Management Skills

**C/o Mrs. Shamim.**

**Carrier Objective**

**After having deeply given through about my self, I can say that I am an ambitious person. I have excellent communication skills that enable me to communicate people of all ages and cultural backgrounds. I believe in positive attitude and willingness to be give 100 percent. I enjoy working with people.**

**Personal Information’s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Father name Pervez John**

## **Date of birth: 22-07-1992**

**Nationality: Pakistani**

**Religion: Christian**

**Marital Status: Single**

**NIC: 12201-5935746-2**

**Qualifications\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### MS Management Sciences(HR) Sarhad University of Science & IT Peshawar 2017-2010

### BBA (Bachelor in Business administration) Gomal University D.I.Khan 2010-2014

**F.sc Board of intermediate & Secondary Education D.i.khan 2010**

**S.S.C (Science) Board of intermediate & Secondary Education D.i.khan 2008**

**Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accounts Assistant 2Months**

**District controller of Accounts**

* **Preparing cash payment vouchers, cash receipts vouchers, Bank payment vouchers, Bank receipts vouchers, Journal vouchers and Sales invoices.**
* **Maintaining books of accounts i.e. Journal, Ledger, cash book and sale day books.**

**Accounts Assistant**

**Pennell Memorial Christian hospital Bannu 6 month's**

* **Preparing cash payment vouchers, cash receipts vouchers, Bank payment vouchers, Bank receipts vouchers, Journal vouchers and Sales invoices.**
* **Maintaining books of accounts i.e. Journal, Ledger, cash book.**

**IT Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **MS Office 2007,2010 including**
* **Ms Word.**
* **Ms Excel.**
* **Ms Power Point.**
* **Database and internet.**

**Languages Known’s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **English**
* **Urdu**
* **Punjabi**

**Work Experience:**

* **Worked as TTM in WHO from 2012 to 2022.**
* **Worked as Training and support officer in private organization for skil development.**
* **Working as an accountant in Tank Hospital.**