

Zakir hussain



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CARRIER AND OBJECTIVE

Seeking a suitable placement in a professional organization with an opportunity
For carrier growth. I am submitting my application with hope of accomplishing
my lofty objective in life

PERSONAL DETAIL

- *Father's Name* *Manzoor Hussain*
- *Date of Birth* *01/02/1999*
- *CNIC No.* *71104 -5176130-7*
- *Nationality* *Pakistani*
- *Religion* *Islam*
- *Marital* *Unmarried*

EDUCATIONAL RECORD

Qualification	Subjects	Institution	Year
Bachelors	<i>BBA Finance</i>	University of Baltistan Skardu	<i>2020</i>
Intermediate	<i>Pre Engineering</i>	<i>Karachi Board Of Intermediate And Secondary Education</i>	<i>2016</i>
Matriculation	<i>Science</i>	<i>Federal Board Of Intermediate And Education Islamabad.</i>	<i>2014</i>

LANGUAGES

Proficient in following languages

- *Urdu (Primary Language)*
- *English*
- *Balti*
- *Can Read, Write Speak and Understand*

PROFESSIONAL SKILLS

- *Have knowledge of computer basic IT, Erp, Restaurant Software & Others Software (POS, Tally, QuickBooks & RMS) and MS Office and other application, internet browsing*
- *Ability to generate entrepreneur innovative, modernization ideas Professional, kind and attractive attitude with colleague, clients.*
- *Have ability to work hard and organization improvement with keen desire for increase of its revenue.*

WORK EXPERIENCE

Working in “Tandoori restaurant”

- *Working as a “Accountant Cum Assistant Operation Manager”*
- *From Nov,22 to Till*
- *I have Experiences As An Assistant Accountant At Print Line Karachi(Jan,21 To Nov,23)*
- *Having Experience AS An Account Executive At Cakes AND bakes Lahore (Feb,23 To Oct,23)*

Detail of Job

- *Prepare and manage office accounts on daily basis on their respective heads.*
- *Managing and preparing office files properly And Send DBR /& Others Reports to Head Office.*
- *Dealing With vendor And Customer*
- *Supervision on daily Work.*
- *Check Purchase Invoice.*
- *Store Audit*

REFERENCES

- *Will be furnished on demand*