

House No S/226 MohallahNogazi
Tehsil & District Mansehra

Zeeshan Tariq

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OBJECTIVES:

To achieve maximum professional limits in my career with a dynamic organization, under cover of Government & non-Government set-ups. Well determined to utilize my expertise appropriately, causatively for the promotion, success, development to gather with achievements under guidance and interests of the 'Employer'. I profess and capable to meet the challenges of new millennium. Before entering in my profession, I did proper internship apprenticeship from a renowned Company, which had multiple dimensions in scope of works.

EXPERIENCE # 1:

- **03 years Teaching experience in Private Sector**
- **04 years experience as Sale Executive in (TOYOTA ABBOTTABAD MOTORS) .**

- Preparation of Financial Statement
- Supervise the Site& off-the-site Accounts
- Preparations of the Company expenses, turnover & profit Statements.
- Preparation of Bank Reconciliation Statement.
- Preparation of inventories pertaining to machineries & manpower.
- Projects investment analyses with special reference to in- hand financial & other resources of the Company.
- And to handle all issues of the Company connected with the account.

ACADEMIA:

Certificate/ Diploma	Institute / board	Year- declared successful
Matric	BISE Abbottabad	2003
Intermediate	BISE Abbottabad	2006
Graduation	Punjab University	2010

COMPUTER SKILLS:

- MS Excel
- Power Point
- MS Word

PERSONAL:

Father's Name Tariq Parvaiz
Date of Birth 11th Aug 1986
Marital Status Married
Nationality Pakistani
Religion Islam
C.N.I.C #13503-1654224-3
Gender: Male
Domicile: Mansehra
Height : 5'.8"

LANGUAGE SKILLS:

English,
Urdu,
Punjabi
Native languages.

Other personal inborn qualities of the instant Candidate

Having sound mind, intellect, intelligence, trustworthiness, understanding to pick a point raised by the higher management, can catch and perceive a point of view abruptly. Best eligibility to attend official conferences on behalf of the 'Employer'. Possessing quality to maintain confidentiality of any official matter, believes in fairness & honesty.

Provision of Documents

Original academic & other documents shall be provided at the time of interview, if required earlier, kindly inform accordingly.

Availability for joining the Service / Job

In 15x days of 'intimation letter'

Reference:

Personal or any other reference shall be provided (if required)