



OBJECTIVE:

To work an organization as an integral part of it and accomplish assigned in a better way. I'm looking for a highly challenging and dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

PERSONAL MEMORANDA:

- Father's Name Fayyaz Ahmad
- Gender Male
- Religion Islam
- Nationality Pakistani
- CNIC No. 17301-7625666-9
- Date of Birth 12-03-1992
- Domicile Peshawar
- Marital Status Single

ACADEMIC ACHIEVEMENTS:

S#	DEGREE / CERTIFICATE	BOARD / UNIVERSITY	MARKS	PASSING YEAR
1	MBA	Abasyn University Peshawar	3.07/4.00	2018
2	BBA (Hons)	Islamia college Peshawar	2.44/4.00	2015
3	HSSC	Bise Peshawar	801/1100	2011
4	SSC	Bise Peshawar	687/1050	2009

EXPERIENCES:

- Currently worked as a Admin/Accountant at FRCC Peshawar.
- 2 Years experience as a Admin/Accountant at Welkin Builders & Developers Peshawar.
- 9 Months experience as a Biometric Officer at Etimad Visa Center Peshawar.



PROFESSIONAL SKILLS:

1. Computer Literacy:

- MS Word, Ms Excel, Ms Power Point, Window Installation, Regarding, & Internet.
- InPage,

2. Languages Known:

<u>LANGUAGE</u>	<u>READING</u>	<u>WRITING</u>	<u>SPEAKING</u>	<u>UNDERSTANDING</u>
• Urdu	Yes	Yes	Yes	Yes
• English	Yes	Yes	Yes	Yes
• Pashto	Yes	Yes	Yes	Yes