



## **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

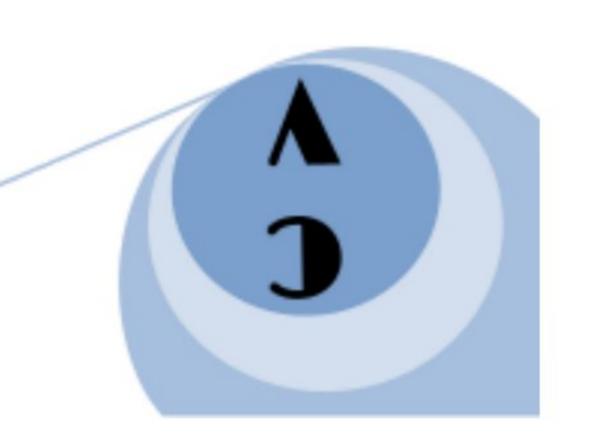
Marital Status
Single

### **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:

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