

RESUME

Laxman Lakha:

Plot No: L-1107, St#13, Block 1, Shireen Jinnah Colony Clifton, Karachi, Pakistan.

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Career Objective

Be a part of a dynamic and reputed organization to enhance my present skills, talent and have enthusiasm to gain a higher position with challenging responsibilities with the believe that my ability, together with my positive attitude and work profile, would supplement the organization's goal.

Academic Qualification

• CA	CAF (All Accounting papers are clear)	In Progress
• B.Com	From University of Karachi	2020
• Intermediate (I.COM)	From Board of Secondary Intermediate Karachi	2014
• Matriculation	From Board of Secondary Education Karachi	2012
• Certificate in English Language	Domino	2010
• Certificate in MS. Office	Institute of Computer Technology	2009

Professional Experience

- Cashier at OLX Mall Karachi (March-2021 – Present)
- Accountant/Manager at Shan Furniture & Interior (April-2017 to Sep-2018)

Communications and Interpersonal Skills

- Well-developed communication skills
- Good interpersonal skills, able to develop and maintain business relationships and work in a team
- Strong time management skills with the ability to manage multiple tasks and staff effectively.

Computer Skills

- Ms. Office (Word, Excel, PowerPoint)
- Web Designing (Adobe Photoshop, Macromedia Flash, Adobe Dreamweaver)
- Computerized Accounting
- Internet & Email
- Web Surfing

Hobbies:

- Reading Books, Novels and poetry
- Social Media
- Socializing
- Computer Operating
- Using internet browsing
- Travelling
- Painting
- Sketching
- Photography

Personal Information

Father Name: Lakha
Nationality: Pakistani
Religion: Hinduism
Date of birth: 17th, Oct, 1993
CNIC: 42301-7179723-5
Marital Status: Single
Languages: English, Urdu and Gujrati

References

References will be furnished upon request.