

# **RESUME**

## **MUHAMMAD KAMRAN**

**Father name:** Abdul Qadir

**AGE:** 29 year 18-07-1991

**Cnic:** 45504-8194732-1

**Gender:** Male

**Marital Status:** Single

**Contact no:** 0312-2062832

**Nationality:** Pakistani

**Address:** House #1728/818 Tai Mohalla Baldia Town 3 umber Karachi.

## **PERSONAL PROFILE:**

- ❖ A versatile, dynamic professional holding Inter degree in commerce in 2<sup>nd</sup> division
- ❖ Good Working Skills in MS Office , In page , Internet , Peachtree
- ❖ Excellent written & verbal communication, inter personal, presentation, liaison and problem
- ❖ Solving skills with the ability to work in multi-cultural environment.

## **EXPERIENCE:**

05 Year's Working Experience as an Accounted In Rehman Solvent Plant & Cooking  
Oil Mill's. (In Present)

**JOBS TASKS:**

Calculating, and entering data.

❖ **JOBS TASKS:**

**Preparing General Ledger in Excel**

**Write Documentation**

**EDUCATION:**

- ❖ Inter in COMMERCE from Karachi board.
- ❖ Metric in Science from Karachi board.
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**LANGAUAGE:**

- ❖ **Urdu**      Read, write & speak
- ❖ **English**    Read, write & speak