

RESUME

MUDASSIR SHAH

Plot # A-104, Sector 6-H
Mehran Town,
Korangi, Karachi,
Pakistan.
Cell: 0300-6591211

Objective

To seek a career in a dynamic organization that provides exposure, training and growth opportunities.

Personal Information's

Father Name : Saleem Shah
D.O.B : 05-SEP-1996
CNIC : 42401-6124333-5
Marital Status : Single
Religion : Islam
Nationality : Pakistani

Academic Qualification's

- Matric Science
- Intermediate Commerce
- English Language Course I've done from Domino DHA

Computer Skill's

- MS Office
- Worked at www.rdacell.com
- Oracle ERP Software

Experience

- Three years as an Assistant in export depart at Umar Textiles.
- Recently I have achieved Two years' experience further to the other organization as a former Accounts Assistant in accounts depart at Akhtar Textile Industries (Pvt.) Ltd.

Experience Detail's

- Bank payment voucher & Bank receipt voucher posting from Oracle ERP Software.
- Journal voucher posting & Provision of supplier's export import.
- Follow up of bank reconciliation statement daily based.

Language's

- English
- Urdu
- Pushto

Note: Reference will be furnished upon asking.