






CONTACTS

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 0304-7733667

 Street #51, house#285, Sector 2,
Gulshanabad, Rawalpindi

LANGUAGES

- English (Good)
- Urdu (Better)

OBJECTIVE

Seeking a position where I can effectively contribute my skills and abilities to the growth of the organization and my professional career.

PROFILE

Father's Name: Ali Ammar Hamdani
CNIC No: 37405-6969752-9
Date of Birth: 01,20,1999
Gender: Male
Marital Status: Unmarried
Nationality: Pakistani

EDUCATION

- **Bachelors of Commerce;** University of Punjab (2021)
Courses: Accounting and Commerce
- **Intermediate;** FBISE(2017)
Courses: ICS
- **Matriculation;** FBISE(2015)
Courses: Matric(Science)

SKILLS

Professional Skills :

- Proficient in Quick-books
- Bank Reconciliations & Account Payable Management
- Management Reporting and Data Interpretation
- Attention to details and Execute Tasks in Best possible ways

Computer Skills:

- Microsoft Office (MS Word, MS Power Point and MS Excel)
- Emailing, internet researching, good knowledge of social networking, website monitoring

Other Skills:

- Good interpersonal, negotiation, presentation and communication skills (Oral & Written)
- Love to find out solutions for problems

INTERESTS

- Reading of Book & newspapers.
- Participate in different educational seminars & workshops.
- Travelling.