

KATE DEAN

OBJECTIVES

To enhance my working capability, mentoring skills and to serve my organization in the best conceivable way with sheer determination and commitment.

CONTACT ME AT



House no. R - 349 Sector-c, Tp-2 Mehmoodabad.no.2.



katedean215@gmail.com



03322098091

INTEREST

●●●● Cooking/Baking

●●●● Singing



Dear Sir/Madam

I am currently pursuing my ACCA at Tabani's School Of Accountancy. I have cleared my foundation diploma, UK taxation, financial reporting and audit and assurance. Attempting Financial Management for the June attempt.

I am enclosing my curriculum vitae with this letter and am looking forward to meeting with you in the near future. Should you have any questions or require any clarification, feel free to contact me on the contact number provided.

I would welcome the opportunity to talk to you and I hope that you will invite me for an interview. I thank you for your time and look forward to hearing from you.

Sincerely,
Kate Dean

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EDUCATIONAL HISTORY

Tabani's School of Accountancy

ACCA 2020 - Present

- Foundation diploma
- Applied Skills
- UK taxation
- Financial reporting
- Audit and assurance
- Attempting Financial Management for the June attempt.

Government College of Commerce and Economics

B.Com | 2020 - under process

St. Patrick's College

Commerce | 2016 - 2019

St.Paul's English High School

Biology I 2016

Work Experience

- Pro Source as a Sales Executive
(June 2022 - Present)
- Working as a Makeup Artist
(Jan 2019 - Present)
- Working as a Home Tutor
(2016 - Present)

Skills

- MS Office (Word , Excel and PowerPoint)
- Excellent reading and writing skills
- Making Reports/ Letters
- Managing Information
- Financial reporting
- Presentations

languages

- English
- Urdu
- Punjabi

References

- Will be furnished on request