

38000048

Mobile : 0347 85 xxxxx

E-mail :

Objective:

My Core objective is to serve the Entity with my best interest by providing Augmented level of Services through enhancing the required expertise in specialized corporative environment. I have aptitude to work in the fields of Accounting, Finance, Audit, Technical Writing, Business Law and "Taxation".

Personal Strength:

- Ability to priorities and deal effectively with a number of task simultaneously
- Ability to proven experience in Managing, Motivating and communicating with interdependent groups of people is essential
- The ability to present information to management teams
- Excellent communicator and listener who effectively conveys information verbally and in writing
- Able to communicate, orally, ideas clearly, concisely, and persuasively
- Encourage Staff to act independently

Academic & Professional Qualification:

Qualification	Board/University	Subject	Year
CMA (Finalist)	ICMAP	Accounts	In progress
B.Com	University Of Karachi	Accounts	2018
F.S.C	Allama Iqbal College	Pre-Engineering	2016
S.S.C	Board of Secondary Education, Karachi	Science	2013

Short Courses:

- CIT (Certification In Information Technology)
- MS Office
- Web Designing
- English Language

Computer Skills:

- Microsoft Windows
- MS Word
- MS Excel
- MS Power Point
- MS Outlook
- Email
- Internet
- Adobe Photoshop

- Installations
- Hardware

Major Subjects:

- Accounting & Finance
- Taxation
- Business Law
- Management
- Report Writing

Personal Profile:

Father's Name:	Moin Ud-Din
Date Of birth:	26 th Feb, 1997
Nationality:	Pakistani
Residency:	xxxx Karachi
C.N.I.C:	42201-7786061-9
Marital status:	Single

Language Fluency:

- English
- Urdu