

Abdur-Rehman

Akbar Pura, Tahsil Pubbi, District Nowshera, kpk, Pakistan

Email: ar2804684@gmail.com

Cell: 03189569327



OBJECTIVE

To pursue a career in a progressive organization that provides for career growth, professional's development and also in order to groom the overall personality.

PROFESSIONAL EXPERIENCE

ACCOUNTS (2019 to 2020)

Abaseen public high school Akbar Pura, Nowshera, Pakistan

COMPUTER OPERATOR (2019 to 2020)

Abaseen public high school Akbar Pura, Nowshera, Pakistan

SALES AND MARKETING (More than 8 months)

Gul bahar no 4 main city, Peshawar, Pakistan

JOB RESPONSIBILITIES

- Paper Composing
- Board & University Form Entry
- To maintain fee bill and summary
- To keep student's dossier up to date
- To maintain academic records
- To maintain Balance Sheet, Salary Sheet, Payment Voucher (etc)
- To make all necessary steps for the expected inspections

COMPUTER SKILLS

- MS Office [Advanced Level]
- Adobe Photoshop
- Proper Downloading and Installation of Software

STRENGTHS

- Good in English and Urdu
- Ability to work under any resource provided.
- Ability to work under pressure
- Excellent communication and public relation skills
- Very energetic result oriented and organized
- Efficient and well-behaved person
- Keep the excellent inter personal relations with colleagues and ready to help them.

PERSONAL DETAILS

- **Father Name** Waheed Murad
- **Date of Birth** 16 July 2003
- **Marital Status** Single
- **C.N.I.C** 17201-0379413-1
- **Passport No** TE9154131
- **Nationality** Pakistan
- **Religion** Islam
- **Language** Pashto, Urdu, English, Hindi

ACADEMIC EDUCATION

Degree	Institute	Year	Percentage
Matric	Abaseen Public High School Akbar Pura	2019	84%
Fsc	Peace Group of Colleges Peshawar	2021	69%