

CURRICULUM VITEA

PERSONAL INFORMATION

- NAME **FAZAL ELLAHI WALEED**
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- PHONE NO 00971555736828



OBJECTIVE

Seeking job that allow me to grow professionally, while being able to utilize my skills for the betterment of organization with the best use of my dedication and determination.

WORK EXPERIENCE

- **Worked as Income Auditor at Shalimar Hotel, Accounts Dept. Rawalpindi, Pakistan (25 Feb 2019 to 26 Oct 2020)**
- **Internship from Fauji Cement Company Limited (Head Office), Rawalpindi, Pakistan (02 Jan 2019 to 20 Feb 2019)**
- **Worked as Clerk (Admin) in Hashmi's School & College, Ali Town Adyala Road, Rawalpindi. (Mar 2017 to Dec 2018)**
- **Worked as Accountant at Al Haq International , Bank Road, Rawalpindi, Pakistan (Jan 2015 to Feb 2017)**
- **Worked as F & B Cashier at Hotel Shalimar, Rawalpindi, Pakistan (May 2014 to Dec 2014)**
- **Worked as Waiter at Hotel Shalimar, Rawalpindi, Pakistan (Nov 2013 to April 2014)**
- **Internship from Askari Bank Limited, Adyala Road Rawalpindi, Pakistan (Sep 2013 to Oct 2013)**

ACADEMIC QUALIFICATION

- **Masters in Business Administration (MBA)-Finance**
University of Engineering and Technology, Taxila, Pakistan.
Year: 2014- 2018 (3.5 years)
- **Graduation in Commerce (B.com)**
University of the Punjab, Pakistan.
Year: 2012- 2013 (2 years)

- Higher Secondary School Certificate (Grade 12)
Federal Board of Intermediate And Secondary Education Islamabad, Pakistan.
Year: 2010-2011
- Secondary School Certificate (Grade 10)
Federal Board of Intermediate And Secondary Education Islamabad, Pakistan.
Year: 2008-2009

SKILLS

- Proficient in Microsoft office (Word, Power Point and Excel)
- Office management, Communication skills, Problem solving, Telephone skills, Multitasking, File maintenance, Administrative Support, Query handling & General office coordination.
- Demonstrates a sense of urgency to meet business demand.

INTEREST AND ACTIVITIES

- Music & Movies
- Volunteer Work
- Gaming & Traveling
- Home Tuition

LANGUAGE PROFICIENCY

- English
- Urdu

ADDITIONAL INFORMATION

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| • DATE OF BIRTH | September 6 th , 1992 |
| • NATIONALITY | Pakistani |
| • MARITAL STATUS | Single |
| • Visa Status | Visit |
| • Passport # | AE6778411 |

REFERENCES

- Shall be furnished, if desired.