

Your Name

Mobile No : 0334-0000000

Permanent Address : Chah Talehi Wala Mouza Thaykhan Teh, Jalal Pur Pir Wala
P/O Havaily Lang District Multan.

Present Address : Mohallah Qaiser Abad St # 15. Chowk Kumharanwala
C/o Malik Iqbal Laang Lahore Road Multan.

E-mail : yourmail@jobz.pk

PERSONAL PROFILE:

→ Father's Name : -----

→ Date of Birth : 01-05-1983

→ Nationality : Pakistani

→ Religion : Islam

→ Marital Status : Single

→ NIC NO : 36301-0988687-7

OBJECTIVE

To obtain a challenging position as a Teacher And Accountant & Audit officer in various fields where I have to utilize my expertise to fulfill the organizational requirements.

TRAINING:

→ AR-RAHIM PUBLIC SCHOOL Mar 2008 _ Dec 2010

NEW MULTAN PAKISTAN

Worked As Teacher

EXPERIENCE:

→ PRSP(Punjab rural support program) and PESRP (Punjab education sector reform program) NGO. April 2011 Continue Multan PAKISTAN

Worked As Trainer and Social Educator

→ MUDDERSAR IQBAL COTTON INDUSTRIES May 2003 _ Dec 2005

PAKISTAN

Worked As Accountant & Audit Officer

ACCOUNTING:

Current Courses in Dubai UAE of

→ **PEACH TREE Feb, 2011**

→ TALLY 9 ACCOUNTING Feb, 2011

IT & COMPUTER SKILLS:

→ MS DOS

→ MS Windows

→ MS Office

- Proficient in Internet.
- MS Excel

PROFESSIONAL QUALIFICATION:

- DBA (Diploma of Business Administration) in MARKETING from Punjab Board of Technical Education Lahore Pakistan in the year 2002.
Marks : 709/1500

EDUCATIONAL BACKGROUND:

- M.A (Master Degree) in Pak Studies 2010
Bahauddin Zakriya University Multan, Pakistan
Marks : 466/1000
- M.A (Master Degree) in Education 2008
University of Education Lahore, Pakistan
Marks : 1975/2700
- B.A (Bachelor Degree) Graduation 2005
Bahauddin Zakriya University Multan, Pakistan
Marks : 497/800
- Matriculation (in Science Subjects) 2000
Board of Intermediate & Secondary Education Multan, Pakistan
Marks : 458/850

PROFESSIONAL STRENGTH:

- } Extra Interest in Motivation, Leader Ship & Management.
- } To be at a challenging Position
- } Optimistic & having Good Convincing Skills
- } Dedicated & devoted to the assigned task.

LANGUAGES PROFICIENCY:

- } Can Speak English, Urdu, Punjabi and Understand Basics of Saraiki.

OTHER INTERESTS:

- Relationship Building Traveling & Playing cricket Making friends

OTHER SKILLS:

I have the experience of handling any kind of situation. I can also work in adverse situations, as I have faced such kind of circumstances before. I know how to recognize and promote the skills of the candidates in my team. I have the decision making power. Prior to taking any decision, I have the clear idea of the consequences of having that decision.

- ⊖ Able to perform activities systematically in a timely manner.
- ⊖ Excellent verbal and written communication skills.
- ⊖ Flexible in work.
- ⊖ Able to work independently and in group.
- ⊖ Able to manage all aspects of company's promotions.
- ⊖ Able to coordinate presentation and publication plans.