






## ABOUT ME

- I've accrued 12 years of Administrative experience. During that time, I've gradually built a strong foundation of knowledge regarding the various tasks and duties required of an office work. I'm now deeply familiar with Microsoft Office and other office management software, and have developed a suite of efficiency tools to keep an office organized and on task.

## CAREER OBJECTIVE

- To join a well reputed organization that offers opportunities for the personal growth and career development where I will be a productive member of the organization/institution and where I could enhance my capabilities.

## EDUCATION HISTORY

CERTIFICATE/DEGREE	BOARD/UNIVERSITY	YEAR
 S.S.C	<b>BISE Swat</b>	2010
 F.A	<b>BISE Swat</b>	2012
 I.T	<b>Skilled Development Council</b>	2010
 SOFTWARE	<b>Max Tech Computer Institute</b>	2010
 TYPING	<b>Janas Khan Insitute of Skills</b>	2010

## WORK EXPERIENCE

- 2 Years' Experience as Receptionist at Continental Makanbagh Swat.
- 2 Years' Experience as Receptionist at Pameer Hotel Swat.
- 2 Years' Experience as Office Assistant at office of the Executive Engineer C&W Highway Swat.
- 2 years working experience as a Computer Operator in Office of the XEN C&W Building Swat.
- 2 years working experience as an Accountant in office of XEN Highway C&W Swat.
- 2 years working experience as an Accounts Clerk in office of the S.E C&W Circle Swat.



## RAEES AHMAD

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## RELEVANT SKILLS

- Administration
- Customer Services
- Receptionist
- Accounting

## LANGUAGE

- Pashto
- Urdu
- English