

# Gulzareen

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Date of Birth: 12<sup>th</sup> September 1999

## ACADEMIC QUALIFICATION:

EXAMINATION	BOARD/UNIVERSITY	REMARKS
Matric	Board of Intermediate & Secondary Education Peshawar	1st div
D.COM	Board of Technical Education Peshawar	1st div
B.Com	Peshawar University	1st div
BS accounting&finace	Kohat university of science & technology	1 <sup>st</sup> div
Nebosh Safety course	UK	in progress

## Skills:

The following are my best skills and abilities which I believe are applicable to the position that I have applied for:

- Data Retrieving and Analysing
- Report Writing
- Data Entry
- Ability to work under pressure

**EXPERIENCE:** one year as accountant in restaurant



## OBJECTIVES

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## COURSES & COMMAND:

DIT  
MS WORD  
EXCEL  
POWER POINT  
Accounting software  
Quick book  
Driving license LTV