

Zeeshan

B.Sc

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Current Address: Mohallah Shah Burhan Chiniot, Pakistan.
Country of Origin: Pakistan (City: Chiniot)



CAREER OBJECTIVE

Seeking a position to pursue in a diverse, innovative and challenging environment Healthcare Organizations, where I can prove my team-work abilities, capabilities and professionalism

PERSONAL INFORMATION

Birth Date: 13 Oct 1997
Gender: Male
Nationality: Pakistani
Marital Status: Single

EDUCATION

Bachelor of Science (2018)

PUNJAB UNIVERSITY
Location: Lahore, Pakistan

INTERMEDIATE (PRE-ENGG) (2016)

Govt. Islamia College Chiniot
Location: Chiniot, Pakistan

MATRICULATION (SCIENCE) (2014)

Govt. Islamia High School Chiniot
Location: Chiniot, Pakistan

SKILLS

MANAGEMENT SKILLS

Able to handle & Manage in any condition and almost in any environment. Can be able to work under pressure with accuracy and command.

COMPUTER SKILLS

MS OFFICE MS EXCEL Intermediate Level
I have 8 Month Diploma of CA&OP (computer Application and Office Professional) From (Vocational Training Institute) Chiniot.

EXPERIENCE

05 Years experience in **Iqbal Rice Mills (Pvt.) Limited**
(Head Cashier/Account officer)

OFFICER

- . Cash receipt & Cash payment.
- . Prepare accounts payable report, Accounts receivable report.
- . Posting and validation all king of vouchers (cash receipt & payment voucher
- . Bank receipt & payment vouchers, journal voucher.
- . Sale of rice according to company rules .
- . Recording purchasing & sale of rice in Oracle Base software.
- . Data Entry work.