

WALI AHMED

Accountant / Computer Operator

+9234028314090

+923158493066

rzocky27@gmail.com



➤ Academic Qualification :

- Passed Matriculation From **Agha Primary & Secondary School** in "SCIENCE"
- Passed Intermediate From **General Science & Commerce Collage** in "COMMERCE"
- Passed MS Office From **British Zone Karachi**
- Passed One Year of English Diploma From **Excellence Karachi**
- Passed **C.I.T** From **Orbit Learning Center**
Including, (MS Office with Advance Excel, Adobe Photoshop, CorelDraw, QuickBooks, Peachtree) & Still the Best Performer Medal.

➤ Work Experience:

RK Association

Import & Export of Used Cloths and Textile
(Apr 2014 to Dec 2015)

Handle The Office miscellaneous work. And preparation of Export shipments Documentation & All parties accounts, and I Handle the Purchasing of Company and All Office routine work

Fateh Khan Proprietor

Import & Export of Used Cloths
(Jan 2016 to Till Now)

I handle to do the preparation of Export Shipments Documentation Parties Accounts, Find out new buyers and sellers of used clothing around the Country, Negotiation to the Export Trade Dept. of Banks, Look After the clearing forwarding agents and logistics, Handles the purchasing of Company and all Office routine

➤ Teaching Experience:

ORBIT LEARNING CENTER

(2018 to 2020)

Teaching of Following Courses.

- MS.OFFICE
- AD-EXCEL
- GRAPHICS

RIGHTWAY EDUCATION

(2022 to Till Now)

Teaching of Following Courses.

- MS.OFFICE
- AD-EXCEL
- GRAPHICS
- Accounting Softwears

Personal Info:

D.O.B : 12/Sep/1996
CNIC : 42301-5834160-7
P.O.B : Karachi
Languages : Pashto Urdu English
Status : Married
Nationalty : Pakistani

Address:

Plot no 1095C / 1096C Floor 6th Tennary
Road Gulistan Colony
Lyari, 75660
Karachi, Pakistan

Skills:

MS.OFFICE	100
AD-EXCEL	100
PHOTOSHOP	80
ILLISTRATOR	60
CORELDRAW	60
QUICKBOOK	70
PEACHTREE	65
ENGLISH SPEAKING	50
TYPING	100
COMMUNICATION	100

Interest Activities:

- Technology
- Health
- Nature
- Sports
- About Religious Views
- Creativity
- Entertainments