

## WASEEM HIDAYAT



### CONTACT

@ waseemwaaseem@gmail.com

+923015940594

Mohalla and village sheikh abad rajjar, p/o rajjar, district and tehsil charsadda, province Kpk, Pakistan.

### SKILLS

Ms office (Word, Excel, PowerPoint)

Keyboard typing (40wpm)

Printer and scanner

Data entry in different databases

Book keeping

Maintain service record of employees

Letters and applications

Prepare Budget

Maintain employees salaries

Maintain diary and dispatch

English language

Student admissions and student record

Customer service and cash counting

Filing

Documents controller

Stock maintenance

### LANGUAGES

English

Urdu

Pashto

### OBJECTIVE

To make a solid contribution towards the organization i serve by bridging the gap between existing resources of the organization and its strategic financial objectives by adopting suitable strategies either on my own or as part of management team with special emphasis on quality of service.

### EXPERIENCE

#### Elementary and secondary school education Pakistan

14-dec-2017 -

Junior clerk

I have been working as a junior clerk in education department kpk since 14-dec-2017 and still working.

#### Khushhali microfinance bank limited

10-12-2016 - 13-01-2018

Customer services officer/cash officer

### EDUCATION

#### AWKUM

2015

Master of business administration

3.23/4

#### AIU

2010

Bachelor of commerce

830/1300

#### BISEP

2007

Higher secondary school certificate

757/1100

#### BISEP

2005

Secondary school certificate

745/1050