

# RESUME



## NAVEED ALAM

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**Address:** Sarki Titara, Post Box Ghazgi, District & Tehsil Charsadda, Khyber Pakhtunkhwa, Pakistan.

### Objectives

Detail-oriented and customer-focused M.com graduate with a B.com degree from the University of Peshawar and proficiency in MS office. Seeking a challenging position where I can utilize my education, internship experience at NJAZ Chartered Accountants Peshawar, and strong numerical skills to provide excellent service and contribute to the efficient operation of the establishment.

### Personal Information

**Father's Name:** Alam Jan  
**Date of Birth:** 05 December, 1999  
**Nationality:** Pakistani  
**Gender:** Male  
**NIC No:** 17101-8916562-7  
**Marital Status:** Single  
**Domicile:** Charsadda, KPK, Pakistan  
**Religion:** Islam

### Educational Qualifications

Degree	Passing Year	Obt. Marks	Total Marks	Board/University
M.Com	2021	827	1400	UOP
B.Com	2019	844	1400	UOP
D.Com	2017	756	1200	BTE Peshawar
SSC	2015	727	1100	BISE Peshawar

### Other Certificate

Certificate	Passing Year	Duration	Institute
MS Office	2020	03 Months	NICE College Charsadda

### Experience

Intern – NZAJ Chartered Accountants Peshawar (From September 2023 to date).

- Assisted senior accountants in various accounting tasks.
- Handled financial data entry and documentation.
- Collaborated with team members to complete projects accurately and efficiently.

### Languages

**English**

Read, Write, Speak

**Urdu**

**Pashto**