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| **ABOUT ME**  Father Name: Qalb-e-Abbas  Date of Birth: July 09, 1998  Marital Status: Single  **Contact**  0317-5989420  Asadabbasrizvi03@gmail.com  CB-270 Asif Abad **WAH CANTT**  **SKILLS**  Quick Book  MS Office  Management and Communication  **Awards**  Runner Up  ICAP OLYMPAID **2018**  **LANGUAGES**  English  Urdu  **HOBBIES**  Badminton  Reading Books | MUHAMMAD ASAD ABBAS  **SUMMARY**  I want to serve a future oriented organization where I adopt a skillful and professional attitude which gives positive results to the organization. It will provide me the platform for becoming a well recognized professional.  **EDUCATION**  **CRN 107989**  **FTS 27**  **Professional Qualification**  CHARTERED ACCOUNTANT   * AFC **PASSED** Spring 19 * Functional English * Business Communication * Introduction to Information Technology * Quantitative Methods * CAF **PASSED** 5 Papers * Introduction to Accounting * Principle of Economics * Business Law * Financial Accounting & Reporting 1 * Managerial and Financial Analysis   **Academic Qualification**     * B. COM Sargodha university 67% 2018 * FSC Federal Board 53% 2016 * Matric Federal Board 71% 2014   **PERSONAL STRENGTH**   * Effective Learning Skills * Highly Self Motivated * High Level of Patience * Ability to take Challenges   **EXPERIENCE**   * **Offshore Accounting Solutions:** * Preparation of Financial statements of clients * Preparing VAT Treatments for UK Clients * Cash Management      * **Accounts Head at GoPro IT (Pvt.) Ltd:** * Invoicing to Vendors& Customers * Petty Cash Management * Managing Admin Activities * Managing Employee Payroll * Preparing invoices on ZOHO Books and MS Excel * Managing Transactions on ZOHO Books * Drafting Policies and circulars for day to day   activities.    **REFERRAL**  Reference will be furnished on demand. |