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|  **ABOUT ME**Father Name: Qalb-e-AbbasDate of Birth: July 09, 1998Marital Status: Single**Contact**0317-5989420Asadabbasrizvi03@gmail.com CB-270 Asif Abad **WAH CANTT****SKILLS**Quick BookMS OfficeManagement and Communication**Awards**Runner Up ICAP OLYMPAID **2018****LANGUAGES**English Urdu **HOBBIES** BadmintonReading 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.  |