**Iqra Khalil**

Address,City Name: House No G-2 Irrigation colony warsak road Peshawar

Email : [iqrabawli138@gmail.com](mailto:iqrabawli138@gmail.com)

**Objective**: Seeking a position of Admin Officer (duty station Peshawar) in your organization to utilize my educational qualification, and analytical skills for mutual growth and success.

**How can I benefit you** : I have studied a wide range of subjects in-depth. I’ve studied subjects such as accounting, business communication, auditing, cost accounting, economics, finance,HRM and marketing. I believe that I have the strong mathematical abilities, computer and accounting knowledge that it takes to be successful.

**Education :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate** | **BOARD/**  **UNIVERSITY** | **Institution** | |
| BS.Commerce | Peshawar  university | Gov. Commerce College for Women, Arbab road peshawar | |
| D.Com | BTE Peshawar | Gov. Commerce College for Women, Arbab road peshawar | |
| SSC | BISE Peshawar | Govt Girls High school irrigation colony warsak road Peshawar | |
| DIT | BTE Peshawar | Lamar degree college Arbab road Peshawar | |
| Computerized Accounting | | | prime minister's kamyab jawab program | | Gov. Commerce College for Women, Arbab road pesh |

**Technical Skills** :

* Microsoft office
* QuickBooks
* Peachtree
* Database entry

**Soft Skills** :

* Time Management
* Efficiency
* Teamwork
* Customer service
* Multitasking
* Storytelling

**Work Experience** :

* Fresh

**Languages** :

* Urdu ( National language )
* Hindko ( mother language )
* Pashto
* English
* Punjabi

**Personal information :**

|  |  |
| --- | --- |
| Father Name | Khalil Ahmed |
| Date of birth | 13 August 1999 |
| CNIC | 17301-9033350-8 |
| Gender | Female |
| Nationality | Pakistani |
| Religion | Islam |

**Reference:**

Urooj Nisar