

# CURRICULUM VITAE

## Personal Information



Name	:	Adnan Ahmad
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## Objective

To work hard and give no chance of any argument to my seniors in the conducive working environment and become a real-life blood of the organization. Perform my duty honestly and on time to open opportunities for progressive success

## Skills & Abilities

- I have been working on Sip-Sap software for more than 1 year in a real estate organization.
- I have complete knowledge of computer software and hardware
- I have a good typing speed of 40-50 wpm
- I have worked on MS Office (Word & Excel)
- I have also worked on some Graphic designing assignments
- I have administrative experience

- I have been handling Cashiering, cash handling and Customer service

## Experience

[Finance Executive] — [KG RESIDENSIA] [January, 2021] — [APRIL-2023]

[I have been handling different services in the organization and the highlighted are accounts, maintenance, cashiering and administrative services.]

[Teacher] — [Iqra Public School] [Feb, 2020] [Nov-2021]

[I have tutored in a school situated in Takhtabad, and I'm a good tutor and Have good skill to teach and deliver thing easily.]

[Finance Executive]- [Kamal Travel agency] [June-2023] – [till]

- Serene Air line
- Sabre
- Fly Jinnah
- Air Blue

## Education

[Quaid-e-Azam Degree College] — [Bachelor in Computer Science BCS] [2018]-[2020]

[I have cleared my Bachelor's degree in 2<sup>nd</sup> division]

[Government Higher Secondary School Nahaqi] — [HSSC] [2016]-[2018]

(12<sup>th</sup>) Pre-Medical BCS, Peshawar]

[I have obtained 600 marks in HSSC examination.]

[Board of Technical Education] — [DIT, Peshawar] [2017] - [2018]

I have obtained 1127 marks in my Diploma.

[Government High School Takht Abad] — [SSC (10<sup>th</sup>) ]  
Science, Peshawar]

[2014] — [2016]

[I have obtained 660 marks in matric exam .]

## Communication

[I have a very good communication skill; I have performed well in the administrative sector of the organization and I am good at convincing an audience.]

## Leadership

[I have good leadership quality, I am confident to handle any kind of circumstances and I have worked under harsh circumstances too, I can motivate my teammates]

## Training

SAP Business One conducted by Sip Sap

## References

Available upon asking