

# ABDUR RAHEEM



## CONTACTS



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District Hangu village Kotki bala.

## SKILLS

- ❖ MS Office
- ❖ Typing Master
- ❖ Creative Design
- ❖ Quick Book
- ❖ Keeping records of all books of accounting

## HOBBIES

- ❖ Games
- ❖ Music
- ❖ Traveling
- ❖ driving

## ABOUT ME

I am a talented ambitious and hardworking individual with broad skills and experience in digital and printed marketing social media and leading projects furthermore I am adept at handling multiple tasks on a daily basis competently and at working well under pressure.

## EDUCATION

- 2018 **BS-Commerce** (University of Peshawar)
- 2022 BS-Commerce is a 4 year educational degree the courses of BS-commerce cover a number of fields such as commerce, trade management and business management.
- 2015 **D.COM** (Board of technical education Peshawar)
- 2017 Diploma in commerce is an inter level course comprising of two years of education it is offered in two groups namely ACCOUNTING and OFFICE SECRETARIAL PRACTICE group
- 2012 **MATRIC** (Board of intermediate and secondary education Kohat)
- 2014 This term is mostly used in Pakistan education. Matric education is the beginning steps towards higher level education (intermediate education)
- 2021 **DIT** (Peshawar board of technical education)
- 2022 Diploma in information technology is 1 year diploma program offered by Board of Technical Education (BET) Peshawar having two semesters .The purpose of this program to be able student in practical training such as use of computer with various operating system.

## EXPERIENCE