

ABDUL QADEER



Contact

Address

Peshawar, 25000 Pakistan

Phone

+92 340 9729074

+92 307 5657559

E-mail

aqafridi.50@gmail.com

Skills

- Microsoft Office Proficiency
- Word Processing
- Administrative Support
- Office Automation
- Data Collection
- Excel Formulas
- Typing
- Spreadsheet Management
- Bookkeeping

CAREER OBJECTIVE:

After having deeply given thoughts about myself, I can say that I am an ambitious person. I'm that type of person that like to move ahead in life. I have excellent communication skills that enable me to communicate with people of all ages and cultural background. To use my skills and potential to assist an organization in achieving its goals which I am seeking long term career with optimum benefit of the organization and entire development. The objective would be supported by my qualification.

EDUCATION:

2018-22: UNIVERSITY OF PESHAWAR, PAKISTAN

Degree: Bachelor of Commerce-(4 Years Program)

Subject: (Finance & Accounting)

2016-18: BOARD OF TECHNICAL EDUCATION PESHAWAR, PAKISTAN

Diploma of Commerce (D.COM)

Subject: Account

2014-16: BOARD OF INTERMEDIATE AND SECONDARY EDUCATION PESHAWAR, PAKISTAN

Matric in Science

Subject: Science

2020-21: BOARD OF TECHNICAL EDUCATION PESHAWAR, PAKISTAN

Diploma of information technology (DIT)

Information technology

EXPERTISES:

- MS Office (Word, Excel, Access, PPT),(Advance Microsoft Excel)
- Internet (Search Engines, Software Installation)
- QuickBooks (Accounting Software)
- Peachtree (Accounting Software)
- Window Installation

SKILLS HIGHLIGHTS:

- Team Building and Problem solving
- Adaptive to new environment and challenges
- Committed and Determined
- Honest and trustworthy
- Good Communication and Presentation skills
- Self Confidence
- Goal oriented working

Language

➤ Pashto

Bilingual or Proficient

➤ Urdu

Bilingual or Proficient

➤ English

Upper Intermediate

WORK EXPERIENCE:

4 Months: Admin Officer

(Aptech Institute of IT Peshawar, Pakistan)

5 Months: English Teacher

(Quba Model School Peshawar, Pakistan)

2 Months: Admin Officer

(UK Institute of IT Peshawar, Pakistan)

1 Year 7 Months: Data Entry Specialist as a Freelancer

(Upwork and fiver platform)

English Teacher

(Dawar Educational Complex School)

CERTIFICATIONS:

2020-21: (DIT) - (Government College of Management Sciences, Peshawar)

2020-21: (MICROSOFT OFFICE) - (Aptech Institute of Peshawar)

2021-22: (QUICKBOOKS) - (Digi Skills)

2021-22: (FREELANCING) – (Digi Skills)