



COVER LETTER

HAMZA KHALIL

Muhallah abubakar zai pawaka Peshawar 03189917991

To

The Post: IT And accounting

Cantray pakistan

March 2, 2019

Dear:

As you will see from resume my educational and professional background in Computer **(IT AND COMPUTER ACCOUNTING)**Field that make me an appropriate individual for teaching. I am eager to put my skills and knowledge in helping and promotion of your honorary organization relevant activities, and meanwhile serve my nation in your honorary organization. I would be very appreciative, if your prestigious organization give me an opportunity.

Sincerely,

Mr.hamza khalil



CURRICULUM VITAE

CV Of Hamza

Hamza

E-mail: Hamzakhalil860@Gmail.com

Permanent address: Abu-Bakr Zi Pawaka Peshawar Pakistan.

Present address: Abu-Bakr Zi Pawaka Peshawar Pakistan.

Contact No : 03189917991

Contact No : 03329300334



CAREER OBJECTIVES:



To become a part of a dynamic group where I could further explore the skills and capabilities which I gained in the whole academic career, and to serve in a Excel Academy Coaching environment and to gain equally vast opportunities of career development based upon achievements and results.

PERSONAL INFORMATION:

- **Name** : **Hamza**
- **Father's Name** : **Sultan Muhammad**
- **NIC** : **17301-8871147-7**
- **Date of Birth** : **August/3/1997**
- **Gender** : **Male**
- **Marital Status** : **Single**
- **Religion** : **Islam**

QUALIFICATIONS

COMPUTER SKILLS:

| DEGREE | INSTITUTE | SESSION |
|--------|--|---------|
| IT | Super Tech Institute Of Science & Technology Islamabad | 2018 |

| | | |
|-------------------------------------|--|-------|
| 2 ND YEAR INTER SINCE | Govt Degree Collage Peshawar | 2016 |
| 10 TH SINCE | Govt High School Peshawar | 2014 |
| 2 YEAR ACCOUNTING DIPLOMA | Start In SKANS Accounting University Peshawar | 2016 |
| MANAGEMENT COURSE | Fvo Academy In Peshawar | 2016 |
| ACCA | Start In Skans Accounting University Peshawar | Start |
| | NGO MANAGEMENT OFFICE MANAGEMENT company MANAGEMENT | |

REFERENCES:

| S/No | Languages | Reading | Writing | Speaking |
|------|-----------------------|---------|---------|----------|
| 1. | <i>Pashto</i> | Good | Good | Good |
| 2. | <i>English</i> | Good | Good | Good |
| 3. | <i>Urdu</i> | Good | Good | Good |

- **UNIVERSAL PHARMACEUTICALS (PVT) LTD.** **IS A ACCOUNTANT**
1 YEAR
- **NORTHWEST GENERAL HOSPITAL & RESEARCH CENTER** **HR 1.5 YEAR**
- **PTCL** **HR 1 YEAR AND**
START

EXPERIYAS

- **WINDOW 7**
- **WINDOW 8**
- **WINDOW 10**
- **DIT**
- **CIT**
- **ACCOUNTING**
 - ❑ **Complit diploma**
- **GRAPHIC DESIGN**
 - ❑ **(RECEPTION MANGMANT**
 - ❑ **RECEPTION**

- ☐ HOTEL RECEPTION
- ☐ HOSPITAL RECEPTION
- GUSTHOUSE RECEPTION)
- NETWORKING CCNA MCTIP