



Ijaz Ahmad

Profile Summary

A highly motivated and friendly personality looking for a reasonable position to gain practical experience using my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

Contact

Phone

(+92) 3351920587

Email

afriidijaz031@gmail.com

Address

Rustam Abad, Gandialy Bala, Kohat

Education

2015

Secondary School Certificate(SSC)

IQRA Public School, Billitang Kohat |
70% Marks

2017

Higher secondary School Certificate(HSSC)

PMDC | 72% Marks

2021

BBA : HRM

Agriculture University of Peshawar

2023

MBA : HRM

Institute of management Sciences
University of Peshawar

Expertise

- MS Word
- MS Excel
- MS Powerpoint
- Computer skills

Languages

- English
- Urdu
- Pashto

Work Experience

2021 - 2023

FBR Regional tax Office I Peshawar

Internee

Tasks and Responsibilities

- Internee at Federal Board of Revenue (FBR), specializing in income tax procedures
- Applied computer skills and Excel proficiency for receipt, dispatching, and meticulous letter typing
- Managed data integrity within the Integrated System Management (IMS) framework
- Contributed to tax-related tasks, including preparing and analyzing tax returns
- Played a role in scrutinizing tax returns to ensure accuracy and compliance with regulations

2019 - 2021

Agriculture University I Peshawar

Volunteer

Tasks and Responsibilities

- Arranged a blood donation camps for needy peoples
- Design different balance sheets for different clients at Peshawar University
- Worked as volunteered in admissions during semester breaks

Soft skills

- Hard working
- Problem Solving Skills
- Critical Thinking
- Leadership
- Multi Tasking
- Communication and Writing Skills