

Resume

Syed kabir Uddin

Current address

Khapal Kor Hostel, Room No P03

Jahangir Abad, Peshawar

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Summary of Qualifications:

As a dedicated professional with a background in commerce and a diploma in information technology, I bring a unique blend of skills to the table. With a solid foundation in business principles and a keen understanding of technology, I am well-equipped to tackle challenges in today's dynamic workplace. Additionally, my completion of a six-month receptionist course has honed my communication and customer service abilities, ensuring a seamless and welcoming experience for clients and visitors. I am eager to leverage my diverse skill set and passion for excellence in a role where I can contribute effectively to organizational success.

Interpersonal skills and ability to work collaboratively in team environments.

Eager to apply knowledge and contribute effectively to financial decision-making processes in a professional setting.

Educational Information:

- | | | |
|---------|---------|------|
| • MBA | Finance | 2022 |
| • B.Com | Account | 2018 |
| • D.Com | Account | 2014 |
| • SSC | Science | 2012 |

Courses and certifications:

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|-------------------------------------|-----------|
| • Diploma in Information Technology | 2015-2016 |
| • Receptionist | 2016 |

Professional Skills:

- Quick book basic

Activities:

- Internet surfing
- Playing games
- Adventure/ camping
- cooking