



TALHA RAIHAN

Contact No: 0313-0930047

Address: Dhakhi Nall bandi Qissa khwani bazaar peshawar

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■ ■ OBJECTIVE:

To become a part of a dynamic group where I could further explore the skills and capabilities to serve in a challenging work environment and to gain equally vast opportunities of career development based upon achievements and results.

■ ■ PERSONAL INFORMATION:

✚ Father's Name : Muhammad Asif
✚ Nationality : Pakistani
✚ Date of Birth : 28-03-1998
✚ CNIC NO : 17301-1801568-5
✚ Religion : Islam
✚ Gender : Male
✚ Domicile : Peshawar
✚ Marital Status : Married

■ ■ EDUCATIONAL INFORMATION:

Degree/ Certificate	Year	Board/University
SSC	2013	BISE Peshawar

■ ■ WORK EXPERIENCE:

- ✚ 4 Year's working experience as a IT Assistant R-Sheen Fashion paradise,
- ✚ 5 Year's Working experience as an Accountant At Afzal Group of Electronics ,
- ✚ Batter Experience in Cash handling, Stock issue received and GRN Receiving,
- ✚ IT Works, Cameras Installation, DVR, NVR Installation And IP Camera Setting And Installation, Create Networking and Pair to pair Other Computers.



✚ Currently Working at **Alazal Group Of Electronics Designition Branch**

Accountant/Data Operator

- Maintaining Cash records.
- Mentenance Of Installment Records.
- Files Checking of all Customers.
- Time to Time Stock Inspection.
- Dealing With Customers.
- Preparation Of Accounts and their Statements.

■ ■ COMPUTER SKILL:

- ✚ Basic Computer Skills
- ✚ Internet Browsing
- ✚ MS World
- ✚ MS Excel
- ✚ MS Power Point
- ✚ Coral Draw
- ✚ Inpage

■ ■ LANGUAGE:

- ✚ Urdu
- ✚ Pushto
- ✚ English
- ✚ Punjabi

