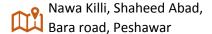
## Zeeshan Ahmad

**PE**RSONAL ASSISTANT To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective



zeekhattak1@gmail.com +92-315-6604047





**Experience** 

**Personal Assistant** 

Dec 2021 - present

Sarhad University of Science

& Information Technology, Peshawar

**Office Assistant** 

Nov 2020-Dec 2021

MPK Traders, Peshawar

Store Keeper Aug 2020 – Nov 2020

MPK Traders, Peshawar

Accountant April 2017 – Aug 2020

Al Huzaifa Islamia Public School, Peshawar

Data Entry Operator June 2019 – Oct 2019

Virtual Crew, Peshawar

**University of Peshawar** 

Data Entry Operator April 2018 – August 2018

Lawari Humanitarian Organization, Peshawar



M.Com

B.Com

**University of Peshawar** 

2014 - 2016

D.Com (Accounting)

BTE Peshawar 2012 – 2014

**2016 – 2018** 

SSC (Science)

BISE Peshawar 2010 – 2012



Skills/ **Expertize** 

- ✓ WINDOWS 11 / 10
- ✓ OFFICE 365
- ✓ TYPING ENG / URD
- ✓ ADOBE ACROBAT
- ✓ ABDOBE PHOTOSHOP
- **✓** ABOBE ILLUSTRATOR
- ✓ VIDEO CONFERANCING APPLICATIONS

- INTERPERSONAL SKILLS
- COMMUNICATION SKILLS
- TEAMWORKING
- MANAGEMENT
- HANDLE PRESSURE



DIT 2020 - 2021

Board of Technical Education, Peshawar

Computerized Accounting

QuickBooks / Peachtree Batch 2 - 2021

NAVTTC, Peshawar

**Digital Marketing** 

E – Commerce Management Batch - 11

**DIGISkills** 

**Creative Writing** 

**Graphics Designing Batch - 10** 

**DIGISkills** 

QuickBooks

Freelancing Batch - 09

**DIGISkills** 



Certificates / Internships

Internships

MCB Bank 2018



✓ Reading & Writing

• English

Hobbies/

✓ Traveling

Urdu

Languages

✓ Computer

Pashto



Personal

Information

**Father name: Doctor Khan** 

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