

Zeeshan Ahmad

**PERSONAL
ASSISTANT**

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



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Nawa Killi, Shaheed Abad,
Bara road, Peshawar



Jobs 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

Data Entry Operator

April 2018 – August 2018

Lawari Humanitarian Organization, Peshawar



Education Experience

M.Com

**University of Peshawar
2016 – 2018**

B.Com

**University of Peshawar
2014 – 2016**

D.Com (Accounting)

**BTE Peshawar
2012 – 2014**

SSC (Science)

**BISE Peshawar
2010 – 2012**



Skills/ Expertize

- ✓ WINDOWS 11 / 10
- ✓ OFFICE 365
- ✓ TYPING ENG / URD
- ✓ ADOBE ACROBAT
- ✓ ADOBE PHOTOSHOP
- ✓ ADOBE ILLUSTRATOR
- ✓ VIDEO CONFERENCING APPLICATIONS

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



Computer Courses

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



Hobbies / Languages

✓ Reading & Writing

• English

✓ Traveling

• Urdu

✓ Computer

• Pashto



Personal Information

Father name: Doctor Khan

Marital Status: Single

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