



**KHURRAM
SHEHREYAR**

OBJECTIVE

A fulfilling and challenging career in the Office Administration Services, Where knowledge and skills attained could be developed and utilized.

QUALIFICATION SUMMARY

Has good track record in my professional career, easily learned and promoted because of my "CAN -DO ATTITUDE", flexibility endeavors in works.

Highly organized and enthusiastic, able to prioritize, effectively to accomplish & complete assigned task under pressure.

Email ID:
khurramshehreyar007@gmail.com

DUTIES AND RESPONSIBILITIES

Responsible for assistant works as instructed by seniors.

EDUCATION

S.S.C (Arts group) – 2010 (Board of intermediate and secondary education Peshawar)

FSC inter science – 2012 (Board of intermediate and secondary education Peshawar)

B.com – 2017 University of Peshawar

COMPUTER SKILLS

Office work, MS Word, Internet, Email, Scanning, Printing, Networking etc.

LANGUAGES KNOWN

English, Urdu, Hindko, Pashto

TYPING SPEED

30 WORDS PER MINUTE

PERSONAL SKILLS

3 months experience in marketing.

3 months experience in internship Accountant General KPK. Jr. Auditor in Frontier Green Wood Industries (Pvt) Ltd Hayatabad Peshawar. From (29-OCT-2019 to Till Date).

PERSONAL BACKGROUND

DATE OF BIRTH: 02/APRIL/1993

Marital Status: Single

Religion: Islam

Nationality: Pakistani

CNIC: 17301-5761533-9

PERMANENT ADDRESS

P/O RAMDAS, KAKSHAL, H.NO# 1532/147, MUH:
QASIM ABAD STREET NO# 02, PESHAWAR CITY.
CONTACT NO. 03028822359

DOCUMENTS

Certificates (Authenticated by Pakistan) available upon request