



RAHEEL AHMAD

Muhallah Yara Khel, Village and P/O kotha, Teh Topi, Distt Swabi
[+92301-9517916](tel:+92301-9517916), Raheelplm@gmail.com

"Seeking a position where my fast and accurate computer skills together with solid accounts and management knowledge will contribute to the company's success. Recommended for an outstanding approach to administration service and excellent written and verbal communication skills."

PERSONAL INFORMATION

FATHER NAME: ASHFAQ AHMAD
NATIONALITY: PAKISTANI
RELIGION: ISLAM
SEX: MALE
MARITAL STATUS: SINGLE
DATE OF BIRTH: 03-03-1999
CNIC: 16203-0391575-1
LANGUAGE KNOWN: ENGLISH, URDU, PASHTO

EDUCATION

AUGUST 2020
BS (COMMERCE), UNIVERSITY OF SWABI.

AUGUST 2018
DCOM, GOVERNMENT COLLEGE OF MANAGEMENT AND SCIENCES SWABI.
I have studied DCOM (Accounts) and achieved my certificate successfully.

JUNE 2016
SSC, GOVERNMENT HIGH SCHOOL KOTHA.
I have studied Matric (Science) and achieved my certificates successfully.

SKILLS

- Windows operation / Installation (any)
- MS – Office (any version)
- Inpage Urdu (any version)
- Adobe illustrator
- Ulead Video studio
- English/Urdu Speed typing
- Adobe Photoshop
- Adobe Premier
- Communication skills (online)

References Available on Request.