



✉ hwajahat4@gmail.com

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📍 Peshawar, Pakistan

SKILLS

Accounts

Communication

Management

Computer related

Shorthand Skills

LANGUAGES

English
Professional Working Proficiency

Urdu
Native or Bilingual Proficiency

Pashto
Native or Bilingual Proficiency

Hindko
Native or Bilingual Proficiency

INTERESTS

Accounting

Traveling

Writing something

Research

Management

Marketing

Wajahat Hussain

Accountant

I am able to handle multiple tasks on a daily basis. I use a creative approach to problem solve. I am a dependable person who is great at time management. I also have experience of accounts and I am energetic, Hardworking and I am Honest with my passion.

EDUCATION

SSC

900 / 1100

Peshawar Model School (Boys V)

03/2004 - 03/2014,

FSC (Computer Science)

743 / 1100

Islamia College Peshawar

08/2014 - 04/2016,

BBA (Hons)

3.1 / 4.00 CGPA

Agricultural University Peshawar

08/2016 - 10/2021,

Specialization in Accounts

WORK EXPERIENCE

Accountant

Peshawar

Three Star Enterprises

04/2018 - 07/2019,

Its Business Firm (Govt contractor Firm)

- Deals all type of accounts related works
- Deals all its sales and purchase in markets on a software base
- Deals all its income tax and sales taxes

Account manager

Peshawar

Naseer Hardware store

07/2019 - Present, Peshawar

it's hardware store in which all type of construction items included

- Making of sales invoice with the help of offline software
- Making of its purchase invoice with the help of software
- The entry of new stock which can be purchase for the first time.
- I give a barcode to all of its items

Ahmad & Co

Islamabad

- Working as an accountant
- Working as a site supervisor
- Working as a machinery incharge

Content writer

FIVER

since 2019

- Taking online orders for content writing

ACHIEVEMENTS

- CIT (Certificate in information Technology (04/2014 - 06/2014)
- Typing and Shorthand (2019 – 2022)
- Certificate in MS-Office
- Diploma in civil lab technician from Trade Testing Board

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