

CURRICULUM VITAE

Zain ul Abidin



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Objective

- *To work in highly innovative and learning environment which provides opportunities to practically implement the skills acquired during my studies and to be a beneficial part of your organization which values human capital and organizational goals in profitable manner.*
- *To work as responsible personnel in a reputed organization.*
- *To work in a competitive environment.*
- *To put solid contribution in a dynamic and innovative manner.*

Academic Record

Degree	Year	University/ Board	Percentage
<i>I.Com</i>	<i>2008</i>	<i>Faisalabad Board</i>	<i>49%</i>
<i>Matriculation (Science)</i>	<i>2006</i>	<i>Faisalabad Board</i>	<i>52%</i>

Personal Information

- *Father's Name:* **Zafar Ahmad**
- *C.P.R. No:* **890345341**
- *Passport No:* **AZ5901692**
- *Domicile:* **Faisalabad**
- *Qualification:* **Intermediate**
- *Date of Birth:* **20-03-1989**
- *Religion:* **Islam**
- *Nationality:* **Pakistan**
- *Marital Status* **Single**

Abilities and Skills

- *Exceptional versatility and adaptability.*
- *Dedication and drive as a hard-working individual.*
- *Good communication and team-building skills.*
- *Ability to manage multiple tasks in a pressured environment.*
- *Creative development ideas for business development.*
- *Proactive and result-oriented with in all aspects of Management, public relation and finance.*

Interest and skills

- *Hard working*
- *Keen observing*
- *Learning new things*
- *Web Surfing*

Computer Skills

- *3 month diploma in Microsoft Office*
- *Operating System. Win XP, 98, Win7, Win8*
- *Internet browsing*

Bahrain Experience

- *I work 3 years as accountant position since 2015 in Helmi Corporation(Alealaniah magazine)Bahrain*
- *I was open my own business in 2018 documents clearance in Bahrain*
- *But in middle of 2019 close my business because of some financial problems*

Saudia Arabia Experience

- *I am working since 2019 Decmenber till continues now in Saudia Arabia as coordinator in SHAMS ASIA general contracting est*

Pakistan Experience



DEO in Urban Unit Property Taxation.

(21-11-2013 to 29-11-2015)

Duties and Responsibilities in UIPT

- *Record the data*
- *In Maintain the data*
- *Training of junior*
- *Form management*
- *Calculation of property tax*

Language



*My basic language URDU but I can speak
and writing also English and Arabic .*

Driving Licence



Valid driving licence also Bahrain .

Reference



Will be furnished upon request.