

ABOUT ME

I am eager to secure a challenging position within a reputable organization where I can further expand my knowledge and skill set. My goal is to find a responsible career opportunity that allows me to fully leverage the training and skills I've acquired, ultimately contributing significantly to the success of the company. With a strong commitment to professional growth and excellence, I am ready to bring my expertise to your team and drive impactful results.

REFERENCE

IJAZ AHMAD
Heaven Food Court
T: 03063302290

LANGUAGE

ENGLISH

PERSONAL DETAILS

Date of birth
01 Oct 2001

WAQAS IJAZ

ACCOUNTS ASSISTANT



Mohallah Chah Dholian Wala Tehsil
Bhera District Sargodha, Bhera, 40540,
Pakistan



03084772850



wijaz681@gmail.com

WORK EXPERIENCE

HEAVEN FOOD
COURT
Bhera
Feb 2023 - Feb 2024

Accounts Assistant

- Integral part of the accounting team, demonstrated professionalism, dedication, and competence in carrying out duties, keen attention to detail, strong understanding of accounting principles and procedures, good knowledge of working with MS Excel, ensured accuracy and compliance in all financial transactions and reports, proficiency in accounting software and tools greatly contributed to the efficiency of financial operations

NATIONAL POLICE
FOUNDATION
Islamabad
Jun 2024 - Present

Sr.CSR

- Boosted customer retention by 25%
- Expert in conflict resolution
- Streamlined service workflows
- Achieved 95% satisfaction rate
- Led CSR team to top performance

HOBBIES

READING, CRICKET, BADMINTON

EDUCATION

UNIVERSITY OF
LAHORE
Lahore
2022

Bachelor in Computer Science

- CGPA: 2.76/4.0

ILM COLLEGE BHERA
Bhera
2018

ICS

- Grade: 603/1100

GOVT A.I MODEL
HIGH SCHOOL
BHERA
Bhera

Matric

SKILLS

MS OFFICE



DATA ENTRY



LOGO DESIGNING



MS EXCEL



UI/UX



WEB AND APP DESIGNING

