



## **FARUKH WALEED**

Contact: 33478585.

Email: farukh.waleed@gmail.com



### **OBJECTIVE**

Want to work in challenging environment to enhance capabilities under senior persons and esteemed organization to excel and contribute to the best of my abilities in an organization which offers opportunities for growth I believe I can be an asset for an organization

### **PERSONAL INFORMATION**

+ Father Name : Pervaiz Hijaz  
+ D.O.B : 01-01-1993  
+ CPR NO : 930157834  
+ VISA : VALID VISA ONE YEAR  
+ Gender : Male  
+ Religion : Islam  
+ Nationality : Pakistani

### **ACADEMIC QUALIFICATION**




+ M.COM	FROM	FEDERAL URDU UNIVERSITY	25-AUG-2017.
+ B.COM	FROM	QUAID-E-AZAM UNIVERSITY	19-APR-2015.
+ F.S.C	FROM	RAWAL PINDI BOARD.	08-SEP-2012.
+ MATRIC	FROM	RAWAL PINDI BOARD.	04-AUG-2010.

### **EXTRA SKILLS**

+ Basic Computer Knowledge  
+ Ms Office, Internet, Email etc  
+ Peach Tree.  
+ Tally ERP 9.



## **EXTRA ACHIVEMENT.**

-  TOPPER SHEILD FROM UNIVERSITY.
-  SCHOLARSHIP FROM UNIVERSITY.
-  LAPTOP AWARD BY HEC.







## **WORK EXPERIENCE**

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### **ORGANIZTION NAME**

### **CARRAGREEN CORPORATION LTD.**

DUTY AND RESPOSNBILITY AS ASST.ACCOUNTANT.

-  CASH HANDLING.
-  MAINTAIN RECORD MANAUAL.
-  MAINTAIN RECORD INCOMPUTER.
-  MAKING SALARY.
-  MAKING EXPENSES REGISTER.
-  DAILY FILLING.











**DATE: 1-06-2014 TO 30-06-2018**

## **PAKISTAN SCHOOL KINGDOM OF BAHRAIN**

DUTY AND RESPONABILITY AS FEE INCHARGE.

-  STUDENT ADDMISSION.
-  FEE STRUCTURE.
-  VOUCHER PRINT.
-  RECORD CHECK.
-  FEE POSTED IN TALLY.
-  MANAUAL FEE POSTING.
-  DAILY FILLING
-  DAILY FEE PERFORMA.
-  CALLING.
-  CASH HANDLING.
-  COLLECTION OF BOOK FEE.
-  COLLECTION OF NEW REGISTRATION FEE.
-  COLLECTION OF SLC FEE.
-  FILLING THE DOCUNMENT OF BOARD.




# *Resume*

-  MAKING ADDMISSION PAPER.
-  MAKING FEE OF CURRENT MONTH.
-  CUSTOMER DEALING.
-  COLLECTION OF MANAMA FEE.
-  MAKING DAILY PERFORMA.
-  WORKING ON DEFUAILTER LIST.
-  MAKING PAYMENT VOUCHER REGISTER.
-  MAKIING RECEIPTS REGISTER.
-  AGING THE CHEQUE.
-  REFUNED SECURITY.

**25-JULY-2018 TO BE STILL WORKING.**

## LANGUAGES

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-  English
-  Urdu
-  Punjabi (only speak ).



# *Resume*

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