



ABDUL MOEED KHAN

Nationality: Pakistani **Date of birth:** 11/01/2004 **Gender:** Male

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ABOUT ME

As a highly motivated and dedicated individual with a passion for **Business and Economics**, I am eager to embark on a journey of academic and professional growth. I possess a solid foundation in **Business and Economics**, further complemented by a basic understanding of business.

EDUCATION AND TRAINING

Secondary School Certificate

SLS MONTESSORI AND HIGH SCHOOL [2019 – 2021]

Address: Main Peshawar Rd, 46000 Rawaplindi (Pakistan) | **Website:** <https://sls.edu.pak> |

Field(s) of study: Science | **Final grade:** A 1

Main Subject:

- Computer Science
- Mathematics
- Physics
- Chemistry
- English

Higher Secondary School Certificate

F.G. SIR SYED COLLEGE [2021 – 2023]

Address: The Mall Rd, 46000 Rawaplindi (Pakistan) | **Website:** <https://fgssc.edu.pk> | **Field(s) of study:** PRE-ENGINEERING | **Final grade:** A

Main Subject:

- Mathematics
- Physics
- Chemistry
- English

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C1 **READING** B2 **WRITING** B2

SPOKEN PRODUCTION C1 **SPOKEN INTERACTION** C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Zoom / Google Drive / Microsoft Excel / LinkedIn / Microsoft Powerpoint

ACADEMIC ACHIEVEMENT

[03/12/2023]

IELTS TEST

Overall Band Score: 6

[07/10/2023]

SAT TEST

Total Score: 1090/1600

- Mathematics: 640/800
- Reading and Writing: 450/800

WORK EXPERIENCE

Financial Management

Khan Corner Retail and Wholesale [10/11/2024 – Current]

City: Rawalpindi | Country: Pakistan

- Handle all cash transactions in the business.
- Track and record daily cash inflow and outflow.
- Ensure cash balances match sales and transactions.
- Prepare regular reports on cash flow and profits.
- Keep cash secure and follow safety procedures.

Web programmer

Junior Front End Web Developer [01/05/2024 – 31/10/2024]

City: Rawalpindi | Country: Pakistan

- Develop the Website using Html, CSS, Tailwind CSS, Bootstrap, JavaScript etc.
- My main work is to build a responsive we.

COMMUNICATION AND INTERPERSONAL SKILLS

SOFT SKILLS:

- Quick Learner
- Strong Communication
- Problem-Solving
- Teamwork

HARD SKILLS:

- Leadership
- Data Analysis
- Touch Typing
- Writing