



Abdullah Hanif

About Me

I am passionate, hard working, enthusiastic. I am eager to learn new skills and meet new challenges in a dynamic work environment. Self-motivated and a good team worker enthusiastic to commence a career in a skill recognizing organization.

My Contact

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☎ +92-312-7734-078

📍 Street# 2 shahrazi town
bhalwal road Sargodha.

Hard Skill

- Data Analysis
- Management
- Financial Accounting
- Microsoft Office
- Analytical Thinking
- Virtual Assistant
- Technical Support

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Web Development
- Android Development
- Web Research

Education Background

- Punjab College of Technology Sargodha
Intermediate of Computer Science
2016-2018
- University of Sargodha
Bachelor of Computer Science
2018-2022

Professional Experience

May, 2018 – Nov, 2018

Eately Cafe & Restaurant

Assistant Accountant

Key responsibilities:

- Dealing with the daily sales and purchases
- Dealing with vendors

Sep, 2019 – Feb, 2020

Rex Event Home

Event and Office Management

Key responsibilities

- Manage the event
- Lead the team to work more actively
- Manage the office tasks
- Email handling
- Customer Support