**KASHIF MEHMOOD**

**Email:** [kashifmehmood9010@gmail.com](mailto:kashifmehmood9010@gmail.com) **Contact number:** +971566357791

**Summary:**

Accounting and commerce graduate, with 6 months internship experience in managing company accounts. Seeking an entry level position in accounting department or administration. Available for immediate start.

**Experience:**

Zahid Packages - June 21 – November 21: Responsibilities included the following

* Entry of accounting data in company system
* Generating daily and monthly reports
* Analyzing data in Excel

**Academic record:**

* 2021 – Continuing: Bachelor in commerce and accounting
* 2019-2021: Intermediate in commerce and accounting

**Personal skills:**

* Fast learner
* Good interpersonal skills.
* Good communication skills.
* Team player

**Technical skills:**

* Proficient in MS Excel
* Good knowledge of MS and Google productivity tools
* Good command of Digital media

**Personal details:**

* Languages: Good command of English and Urdu.
* Can read and write Arabic.

**Internship Certificate:**

