A Spell Check

RESUME SECTIONS

📄 Heading
☰ Professional Summary
☰ Skills
👥 Work History
🎓 Education

➕ Add a section

⬇ Download
📄 A4 (8.27" x 11.69")▾

Contact

📍 Karachi, Pakistan 75340
📞 03112211956
✉ at9548987@gmail.com

Skills

Corporate Transactions
●●●●● Excellent

MS Office
●●●○○ Good

UI UX Design
●●○○○ Average

Corporate and business legal issues
●●●●● Excellent

MT

Muhammad Abdullah **Tariq Majeed**
Accountant

- An accountant is a professional who manages financial records and transactions for individuals or businesses. They are responsible for ensuring financial data is accurate and complete, preparing financial reports, and analyzing financial information to help clients make informed decisions. Accountants may also provide tax advice and help clients comply with tax regulations. They require strong analytical and numerical skills as well as good communication skills to work effectively with clients and other professionals. A degree in accounting or a related field is typically required to pursue a career as an accountant.
- I seek for a promising career in organization which could utilize myexpertise and at the same time. I have a chance to enhance my presentskills.

Work History

2018-09 - Current

Trust Corporation
Accountant, Karachi

- **Data Entry**
- **Cashier**
- **Prepared and reviewed contracts and other legal documents following applicable regulations.**
- **Updated account information to maintain customer records.**
- **Answered customer telephone calls promptly to avoid on-hold wait times.**
- **Responded to customer requests for products, services, and company information.**

I do all these things
I will not let you down if you give me a chance

Education

2021-11 - Current

B COM: Ecommerce
Allama Iqbal Open University - Karachi

2015-03 - 2018-06

Bachelor of Computer Science: Computer Science
Karachi Cambridge School - North Karachi

HEADING SIZE	16 pt		TOP & BOTTOM MARGIN
FONT STYLE	Century Gothic ▼		SIDE MARGINS
SECTION SPACING			PARAGRAPH INDENT
PARAGRAPH SPACING			LINE WEIGHT

Century Gothic ▼