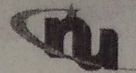




National University of Computer & Emerging Sciences, Karachi  
Fall/Spring/Summer-2017 CS-Department  
Mid-term 2



6th April, 2018; 9:00 am – 10:00 am

|   |   |
|---|---|
| Course Code:SS108                               | Course Name: Technical & Business Writing |
| Instructor Name: MsNazia Imam &MsSameera Sultan |   |
| Student Roll No:                                | Section No:                               |

**Instructions:**

- Return the question paper.
- Read each question completely before answering it.
- Marks for each question are indicated in square brackets.
- In case of any ambiguity, you may make assumption. But your assumption should not contradict any statement in the question paper.

Time: 1 hour

Max Marks: 40 points

**Question-1**

- a. Analyze the given job advertisements and write job objective for each of the following advertisements. Do not write complete Resume. [5]

i. **Web Designer/Developer**

My client is a dynamic and rapidly expanding web development/digital design agency. Constantly pushing the boundaries of online marketing and web development solutions, they consist of a young group of passionate strategic thinkers, creative minds and technical specialists.

Currently, they are seeking a skilled web design and development all rounder to be a key team player in their dynamic development team and provide front-end development solutions to several of their key clients.

The chosen applicant will have:

- an expert understanding and ability to hand-code websites using expert technical skills in HTML, CSS, PHP, Flash etc
- knowledge of the range of web browsers and their rendering engines
- an understanding of the issues regarding web accessibility and web usability
- enthusiasm and true passion to develop your career within a design agency
- the ability to follow set internal coding standards and contribute to improving them
- the ability to work well under pressure and maintain excellent coding standards
- have solid communication skills, both written and verbal
- the ability to work in a team and independently
- a good attitude and strong work ethic

ii. **Accountant**

In Karachi.

**Job Description**

Responsible for monthly journal entries for assigned transactions, reconciliation of assigned balance sheet accounts, assistance with monthly financial statements and supplemental schedule preparation and for identifying and investigating budget and monthly financial result variances. This position is also responsible for completing other projects as assigned by the Accounting Manager or Controller.

**Job Requirements**

- BBA in Accounting
- MBA or MPA preferred
- General Accounting (4+ years)
- Public Accounting (Audit) (4+ yrs) or Healthcare Related Experience preferred
- Proficient in Microsoft Office
- Strong working knowledge of GAAP, attention to detail, focused on accuracy and multi-task oriented.