**UMER RASHEED**

J.2 Block Farid Town Sahiwal

**Email:** umerrasheed@gamil.com

Cell No: 0343-1588739

**Objective:** To pursue a career in a progressive organization that provides for career growth, professional development and also in order to groom to overall personality.

**Professional**

**Experience LDC** (2016 to 2018)

Rashid Minhas school chichawatni

Account (January 2018 till to day)

Rashid Minhas school chichawatni

**Job Responsibilities**

* To maintain fee bill and Summary
* To keep student dossier up to date
* To maintain academics records
* To maintain balance sheet, Payment voucher, Income voucher, Salary Sheet
* To make all necessary step for the expected Inspection

**Computer Skills**

* Graphic Suit(1 Year Graphic Diploma)
* MS Office
* Photoshop
* Logo Designer

**Strengths**

* Graphic Designer
* Web Development
* Fluent in English and Urdu
* Ability to work under pressure
* Ability to work under any resource provider
* Excellent communication and public relation Skills

**Personal Details**

Father Name : Muhammad Rasheed

C.N.I.C : 36501-6085493-5

Date of Birth : 01-12-1999

Religion : Islam

Marital Status : Single

**Academic Details**

**BSIT (**7TH SEMESTER continue)

UNIVERSITY OF SAHIWAL

**FSC (**Pre Engineering**)**

RASHID MINHAS HIGHER SECONDARY SCHOOL & COLLEGE

**SSC (**Computer science**)**

RASHID MINHAS HIGH SCHOOL CHICHAWATNI

**REFRENCES**

Will be furnished on request