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Shahzad Yousaf

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| Personal Information | * Marital status: Single * Nationality: Pakistani * Age: 21 * CNIC# 61101-2979253-7 |
| Objectives | To pursue a challenging career in a leading and progressive organization providing ample growth opportunities with the aim to contribute towards its goals to the best of my capabilities. |
| Work Experience | **Junior Auditor**    **Project to Improve Financial Reporting and Auditing (PIFRA)**  Office of the Auditor General of Pakistan  Responsible for supporting PA to Director Audit in providing assistance in carrying out day to day tasks which include handling general office work and administration files and mailings.  I have also performing following;   * Maintaining computer record of files * Prepared the Inventory of Computer Hardware of Audit Component * Maintaining computerized record of official communications * Assisting Senior Auditor in day to day tasks such as composing, printing etc * Visited Field Audit offices at Quetta for physical verification of Hardware provided by head office PIFRA Islamabad |
| Education | **Appeared for I.Com (result awaited)** 2009  Federal Board of Intermediate and Secondary Education, Islamabad  **Secondary School Certificate** 2007  Federal Board of Intermediate and Secondary Education, Islamabad |
| Computer skills | Three months Diploma in MS Office  Hands on experience in MS Word and MS Excel |
| Languages | Proficient in spoken and written English and Urdu |
| References | Shall be furnished on request. |