



FARUKH WALEED

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OBJECTIVE

Want to work in challenging environment to enhance capabilities under senior persons and esteemed organization to excel and contribute to the best of my abilities in an organization which offers opportunities for growth I believe I can be an asset for an organization

PERSONAL INFORMATION

+ Father Name : Pervaiz Hijaz
+ D.O.B : 01-01-1993
+ CPR NO : 930157834
+ VISA : VALID VISA ONE YEAR
+ Gender : Male
+ Religion : Islam
+ Nationality : Pakistani

ACADEMIC QUALIFICATION




+ M.COM	FROM	FEDERAL URDU UNIVERSITY	25-AUG-2017.
+ B.COM	FROM	QUAID-E-AZAM UNIVERSITY	19-APR-2015.
+ F.S.C	FROM	RAWAL PINDI BOARD.	08-SEP-2012.
+ MATRIC	FROM	RAWAL PINDI BOARD.	04-AUG-2010.

EXTRA SKILLS

+ Basic Computer Knowledge
+ Ms Office, Internet, Email etc
+ Peach Tree.
+ Tally ERP 9.



EXTRA ACHIVEMENT.







-  TOPPER SHEILD FROM UNIVERSITY.
-  SCHOLARSHIP FROM UNIVERSITY.
-  LAPTOP AWARD BY HEC.

WORK EXPERIENCE

ORGANIZTION NAME

CARRAGREEN CORPORATION LTD.

DUTY AND RESPOSNBILITY AS ASST.ACCOUNTANT.







-  CASH HANDLING.
-  MAINTAIN RECORD MANAUAL.
-  MAINTAIN RECORD INCOMPUTER.
-  MAKING SALARY.
-  MAKING EXPENSES REGISTER.
-  DAILY FILLING.

01-OCT-2014 TO 31-JULY-2015.

ORGANIZATION NAME

ZARAI TARAQIATI BANK LTD (ZTBL)

DUTY AND RESPONSIBILITY AS INTERNEE .

-  PAY ORDER.
-  DEMAND DRAFT.
-  CUSTOMER DEALING.
-  PREPARATION OF ADVICE.
-  BALANCE CHECK.
-  CHEQUE VERIFICATION.

24-OCT-2017 TO 24-DEC-2017.

ORGANIZATION NAME

SHIFA INTERNATIONAL HOSPITAL





DUTY AND RESPONSIBILITY AS ADDMISSION ASSOCIATE .

- + REGISTRATION.
- + ADDMISSION PROCESS.
- + CASH HANDLING.
- + CUSTOMER DEALING.
- + DISCHARGED PROCESS.
- + RETURN VOUCHER.
- + BILLING PROCESS.
- + CASH REPORT MAINTAIN.
- + CASH VERIFICATION.
- + RETURN CASH VOUCHER.
- + ADDMISION REPORT.
- + TIMLY ADDMISSION.
- + RE-CHECK BILL.

26-DEC-2017 TO 11-JUN-2018.

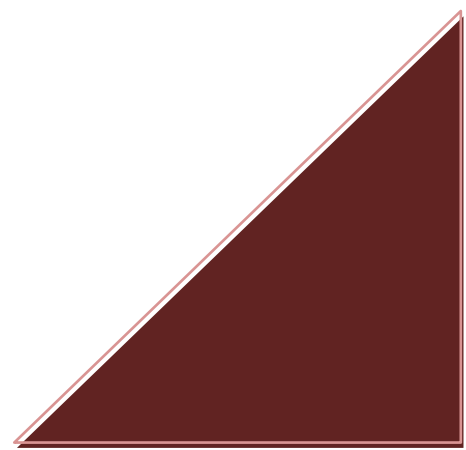
ORGANIZATION NAME

PAKISTAN SCHOOL KINGDOM OF BAHRAIN

DUTY AND RESPONABILITY AS FEE INCHARGE.

- + STUDENT ADDMISSION.
- + FEE STRUCTURE.
- + VOUCHER PRINT.
- + RECORD CHECK.
- + FEE POSTED IN TALLY.
- + MANAUAL FEE POSTING.
- + DAILY FILLING
- + DAILY FEE PERFORMA.
- + CALLING.
- +

CASH HANDLING.





Resume

- + COLLECTION OF BOOK FEE.
- + COLLECTION OF NEW REGISTRATION FEE.
- + COLLECTION OF SLC FEE.
- + FILLING THE DOCUMENT OF BOARD.
- + MAKING ADDMISSION PAPER.
- + MAKING FEE OF CURRENT MONTH.
- + CUSTOMER DEALING.
- + COLLECTION OF MANAMA FEE.
- + MAKING DAILY PERFORMA.
- + WORKING ON DEFUAILTER LIST.
- + MAKING PAYMENT VOUCHER REGISTER.
- + MAKIING RECEIPTS REGISTER.
- + AGING THE CHEQUE.
- + REFUNED SECURITY.

25-JULY-2018 TO BE STILL WORKING.

LANGUAGES

- + English
- + Urdu
- + Punjabi (only speak).

