Resume

Jawairia Saleem ☎ 33070046

# Career objective

To take up challenging assignments that brings the best in me and helps me to apply my knowledge to accomplish the organisation goal.

# Education

* **Matriculation :** 2006-2007.
* **Intermediate (pre-med) :** 2008-2009.
* **Edexcel 2016 :** BTEC Level 5 Higher National Diploma in Business & Finance **(8 Core, 4 Specialist, 4 optional modules completed) 240 credits.**
* **Edexcel 2017 :** BTEC Level 7 Higher National Diploma in Management & Leadership **(3 Core & 7 Specialist modules completed) 120 credits.**

# Current study status

* Proceeding towards **Master's Final** year programme & **Acca**.

# Skills

* Peachtree.
* Quickbooks.
* Excel.
* Tally Erp.

# Experience

* Worked as an accountant’s assistant for 3 months.
* I have been giving home tuitions since 5 years. My students are mostly 7-14 years.

# Personal details

**DOB :** 20/1/1990.

**Religion** **:** Islam.

**Martial status :** Single.

**Gender :**  Female.

**Nationality :** Pakistani.

**Contact number :** 33070046.

**Email I'd** **:** jaweriasaleem90@gmail.com

**Address**

Road 1616, Block 816 (Isa Town).

# Languages

* Urdu.
* English.
* Arabic