



CONTACT

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Lahore

EDUCATION

BACHELOR OF BUSINESS & IT IN FINANCE (HONS)

Sep 2009 - Aug 2014

University of the Punjab

HIGH SCHOOL CERTIFICATE (F.S.C PRE-MEDICAL)

Aug 2007 - July 2009

B.I.S.E Lahore

EXPERTISE

Microsoft Word

★ ★ ★ ★ ★ ★ ★

Microsoft Powerpoint

★ ★ ★ ★ ★ ★ ★

Microsoft Excel

★ ★ ★ ★ ★

Adobe Photoshop

★ ★ ★

Researching

★ ★ ★ ★ ★ ★ ★ ★

Creativity

★ ★ ★ ★ ★ ★ ★

M.ABDULLAH KHAN

Job Seeker for Growth and Future

OBJECTIVE

I am individual having diversified experience.I have worked as financial assistant, human resource assistant, admin assistant & IT personnal. This give me strong grip to handle many operations in any firm. I have guts to work individually and as well as team leader. My skills make me the valualbe asset for any firm.

EXPERIENCE

EMPIRE TEXTILES | Jan 2015- Dec 2018

Assistant

ARCHITECTURE FIRM | Aug 2014- Dec 2014

HR & Admin Officer

GOVT AGRICULTURE & EXCISE DEPT | Jan 2014- July2014

Accounts & Audit Officer (Internship)

HOBBIES

Reading Blogs

Travelling

Reading newspaper

Exploring

Listening to music

Movies

SKILLS

Creative

Adaptable

Communication Skills

Organized

MS Office

Adobe PS

REFERENCES

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