




SYED WABAS KALEEM

WEB DESIGNER

Contact Info

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-  Korangi karachi

PROFILE

Hardworking and Highly skilled problem solver with 2.5 years of experience in Al-Karam textile Pvt.Ltd . Strong analytical skills, excellent communication skills, and a proven track record of delivering results. Committed to continuous learning and growth to stay on the cutting edge of industry trends and advancements.

WORK EXPERIENCE

- **The Educator's school**
2017-2018
 - Overseeing clerical tasks, such as sorting and sending mail
 - Keeping an inventory of office supplies and ordering new materials as needed
- **Al-Karam Textile Mills Pvt Ltd 2018- (continue) Trade Finance Department Officer**
 - Arrange documentation after examine and analyze documents for verification.
 - Address financial issues and inquiries from internal and external customers.
 - Perform financial audit and prepare audit reports with recommendations to Finance manager. Preparing balance sheet and Processing invoices
 - Record accounts payable and accounts receivable Data entry, including scanning and inputting invoice details

MY SKILLS

Web Design	<div><div></div></div>	JavaScript	<div><div></div></div>
HTML	<div><div></div></div>	SEO	<div><div></div></div>
CSS	<div><div></div></div>	MS OFFICE	<div><div></div></div>

EDUCATION HISTORY

- **Korangi Grammar secondary school**
2015 - 2016 | SSC in science
- **Degree college of commerce**
2017 - 2019 | Fsc in commerce
- **Korean Computer Academy**
2019 | SKILL CERTIFICATION FOR INFORMATION TECNOLOGY
- **Apptech learning center**
2022 | 3 year diploma in software engineer (continue)
- **B.com continues.....**

REFERENCE

SYED WABAS KALEEM
Will be furnished upon request