

Resume

WAQAR ABBASI
S/O ABDUL QAYYUM



Personal Details

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Passport No: JM1013771

D.O.B 18-03-1992

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Nationality Pakistani

Marital Status unmarried

Religi Islam

Mailing Address

House number

175 street 23 Phase 2 officers
colony Wah Cantt.

OBJECTIVE

The ambition in my professional life is to achieve a superior designation in a well-known and oriented educational organization where along with passing my knowledge to others. I can play an important role in building a better Community with better persons in it.

PROFESSIONAL EXPERIENCE

- Worked as Office Assistant at Atta-ur-Rehman School of Applied Bioscience ASAB, NUST H-12 Islamabad.
- Worked as Personal Assistant to Principal at Atta-ur-Rehman School of Applied Bioscience ASAB, NUST H-12 Islamabad.
- Worked as Cash Officer at Bank of Punjab Chandi Chowk Branch Rawalpindi.
- Worked as Assistant Accounts at Pakistan Askari School & College Rawalpindi
- Worked as Assistant Admin at Pakistan Cadet School School & College Murree Hills

Built a reputation trust so that any administrative responsibilities in the absence of administrative staff are handed over to me.

SEMINAR & CONFERENCE

- Learning & Development Centre BOP (Fundamentals of core of banking course. Six month computer course federal institute of computer sciences committee chowk Rawalpindi.
- 05 Days International Brain Research Organization (IBRO) Workshop — ASAB, NUST 14 — 18 March 2016.

SKILLS & STRENGTH

- Good working knowledge of the Microsoft Office suite and exceptional typing skills.
- Professional attitude and superior organizational and time management skills, with the ability to complete tasks within a deadline.
- Perform Administrative duties regarding employment, resignation, probation period, termination, office order of faculty members, officers & staff.
- Maintaining personal records of employees through e-office, FTS, Outlook, eMTs etc.
- Maintaining service book of employees.
- Record of personal files of FMs, Officers & Staff.
- Procurement and provision of furniture, fixtures, electronics, stationary and routine office items.
- Ledger entries, journals entries, invoice entries and cross checking. Prepared and analyzed financial statement.
- Maintaining basic accounts, book keeping.

ACADEMIC QUALIFICATION

Master in Business Administration in process

Virtual University of Pakistan

Bachelor in Commerce

University of Punjab Lahore

Diploma in Commerce

Punjab Board of Technical Education Lahore

Matric in Science

Federal Board of Intermediate & Secondary Education Islamabad

COMMAND OVER

English communication and presentation. Typing. Internet, email. and general office related issues.

HOBBIES

Reading News Papers. Magazines & Books.

REFERENCE

Reference will be furnished on request.