



Resume Professional

Name:

FIRAD MURAD

Address:

Village Dagi Ghulam Qadir P/o Tarnab District
Charsadda Pakistan.

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DOB:

03-04-2000

Nationality:

Pakistan

Marital Status:

Single

To work with a team of highly motivated and professional members that will provide me an insight into the practical application of my knowledge and skills. I am seeking a challenging, development-oriented career with enthusiasm, dedication and ability to manage tasks effectively.

EDUCATION

- **Bacha Khan University, Charsadda, Pakistan**

Bs- Physics

Thesis Title: Wireless Power Transmission

- **F. Sc (Science)**

BISE Peshawar

- **Matriculation (Science Group)**

BISE Peshawar

- **Diploma in Information Technology**

Board of Technical Education Peshawar

- **ENGLISH WORKS PROGRAM**

Six Months

U.S Consulate General Peshawar

- **Typing course**

Three months

- **FREELANCING**

Three Months

DIGISKILLS.PK

- **Graphic Designing**

Three Months

DIGISKILLS.PK

- **E COMMERECE**

15 Days Shorts Course

UNDP Peshawar

SKILLS

- Data Entry
- Graphic Designing
- Freelancing
- Accounting
- Cashier
- Call Forwarding etc.

PROFESSIONAL EXPERIENCE

As an Accountant

Aug 2023-Till Now

- Scheduling appointments and managing calendars
- Handling phone calls and correspondence
- Data entry and record-keeping
- Office supply management and inventory control
- Providing exceptional customer service
- Bookkeeping.
- Manage Account work in organization.
- Maintain Account work in organization both Hard &Soft.
- Command on MSOffice (MSWord, MS Excel, MS PowerPoint, MS Access).
- Internet Surfing.
- Emailing.
- Printing, Scanning.

As a Data Entry Operator

- Enter student information, grades, attendance, and other relevant data into the school's database.
- Ensure accuracy and completeness of data.

2. Record Management:

- Maintain and update student records, both physical and digital.
- Ensure confidentiality and security of sensitive information.

3. Reporting:

- Generate reports on student performance, attendance, and other metrics.
- Provide data-driven insights to support school decision-making.

4. Administrative Support:

- Assist with admission processes, enrollment, and registration.
- Provide support for school events, meetings, and conferences.

5. Communication:

- Respond to inquiries from parents, students, and staff.
- Communicate with teachers and administrators regarding data-related matters.