



Mateen-ul-Hassan
Accountant

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Dhok Kashmirian, Rawalpindi, Pakistan

Summary

Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my versatile skill set to help your company grow and exceed its goals.

Skills

- Accounts Software Command
- E-View
- Microsoft Office
- Official Tasks Handling
- Reporting Abilities
- Strong Interpersonal Skills
- Accounts' Administration
- Legal Documents Management
- Microsoft Project management system
- Record Keeping
- Risk Management
- Team Player
- Cross Cultural Communication Skills
- Microsoft Applications Experience
- Microsoft SQL
- School Management System
- Transactions Management

Experience

Accountant	
Codistan Ventures, Islamabad, Pakistan	Dec 2022 - Present
Accountant	
International Islamic University Islamabad School Satellite Town, Rawalpindi, Pakistan	Jul 2022 - December
Accounts Internee	
Foundation University Islamabad Rawalpindi Campus, Rawalpindi, Pakistan	Jul 2021 - Oct 2021

Education

Foundation University Rawalpindi Campus (FURC)	
Bachelors in Business Administration	2022
Jinnah institute of science and technology	
Intermediate/A-Level FSC (PREENGINEERING)	2017
Sir Syed Public School Rawalpindi	
Matriculation/O-Level Computer Science	2014

