



Detail-oriented, efficient and organized professional. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical.

RAJA HUSSAIN SHABBIR

Gender : Male
DOB : 15-09-2000
Religious : Islam
Marital Status : Single
Nationality : Pakistani
Address : Mirpur Azad Kashmir
Phone: 056-1450106
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Visa Status : Valid Visit Visa

Skill Highlights

- Skill Highlights
- Project management
- Strong decision maker
- Complex problem solver
- Creative
- Innovative
- Service-focused
- Teamwork
- Working under pressure
- Multitasking

Languages

English – Verbal, Written
Urdu – Fluent
Punjabi – Fluent

Education

MEHRAN COLLEGE OF COMMERCE. (2020 – 2022)

Mirpur AJK, Pakistan

GRADUATION: Associate Degree Program.
INTERMEDIATE: I.COM (COMMERCE)

Certifications

SHAH-E-HAMDAN LANGUAGE INSTITUTE, MIRPUR AJK (2023)

- **SPOKEN ENGLISH** Language Course.

KASHMIR INSTITUTE OF TECHNOLOGY (KIT) (2020)

- **DCS (DIPLOMA IN COMPUTER SCIENCES).**

Experience

ITTEHAD GROUP (2021 – 2022)

Mirpur AJK, Pakistan

Cashier / Teller

Responsibilities: -

- Handle cash, credit, or check transactions with customers
- Scan goods and collect payments
- Ensure pricing is correct
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Keep reports of transactions
- Answer customers' questions and get a manager if answer doesn't solve the issue
- Provide excellent customer service to ensure satisfaction

Haul Road Mirpur AJK, Pakistan

Assistant Accountant

Responsibilities: -

- Supports the accountant in completing basic bookkeeping, clerical and accounting tasks for a company.

IT Skills

- MS Office Skills (Excel, Word)
- Computer Hardware Knowledge
- Computer Software Knowledge
- Internet Applications
- Social Media Experience
- Software Installation

Accounting Software's

- Candela Enterprise POS Edition – HOI
- Peachtree
- Tally ERP
- Quick Book

References

Reference available on request