

CURRICULUM VITAE



TALET ABBASI

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OBJECTIVES:-

I want to succeed in a stimulating and challenging environment that will provide with advancement opportunity. I want to excel in this field with hard work perseverance and dedication. I want highly rewarding career where I can use my skill and knowledge for organizational and personal growth.

ACADEMIC QUALIFICATION:-

- Metric Board of intermediate Mirpur AJK.
- I.Com Board of intermediate Mirpur AJK Pakistan.
- B.Com AJK university of muzaffarabad

COMPUTER SKILL:-

- Windows installation.
- Microsoft office (Word, Excel Power point)
- Internet & Email.

ACCOUNTING MANAGEMENT

- Quick book
- Sage
- Tally
- Peach tree

JOB RESPONSIBILITY:

- Hardworking, Dedicated, Punctual & Committed.
- Willingness to assist in work & to accept responsibility in the interest of the team.
- Leadership Quality.
- Innovative thinking skills.
- Problem solving and Decision making.
- Planning and Organizing.
- Time management skills.

WORK EXPERIENCE:

- 1year experience as a document controller in KIPS College Garhi duppta Muzaffarabad.
- 8 month experience as a Data entry Operator Neelum Jhelum Project AJK
- Work as a sale man in (THE UNIFORMERS).
- 3month internship in Bank of Azad Jammu and Kashmir.

PERSONAL BIOGRAPHY:-

- Father's Name :M Shafique abbasi
- Date of Birth :03-11-2003
- Gender : Male
- Nationality : Pakistan
- Religion : Islam
- Marital status : un married
- Place of Birth :Pakistan (kashmir)
- Passport No : UD1012681
- Expiry date : 13-Sep -2033
- Visa Status : Visit Visa

LANGUAGES:-

- English
- Urdu
- Panjabi

Available upon request.

I hereby declare that above information is true in the best of my knowledge.

TAILET ABBASI.