

# AIJAZ AHMED



Present Address: House# 355/5  
Road # 7 Tip Housing Society  
Haripur

E-mail  
aijaz.20m@gmail.com

Nationality: Pakistani.

**Career Objective:** Looking for position in an organization, which will utilize my recent education, intership experience, and my skills.

## **Personal Information:**

Father's Name: Feroz Din  
N.I.C No : 42401-7111979-3  
Date Of Birth: 16-May-88  
Marital States: Married  
Religion: Islam  
Pasport No: UN 1169791  
Mob No : 0300-9222547

## **Education:**

Degree	Subjects	Session
<b>Metric in Science:</b> From Haroon Grammer School Karachi.Certificate of Sindh Board	Science	2005
<b>I.COM :</b> From Govt.City Collage Karachi.Certificate of Sindh Board	Commerce	2008

## **Courses:**

- Computer Skills: Operative Microsoft Office (Excel,Word,Power Point)  
Operative Internet and Operative CIT
- Language Skills: Speak English and Write as well as Urdu

## **Experience:**

- Five Year Experience in **Hotel Management** As a Manager.Karachi
- Three Year Experience in Opreation Manager in Rent A Car (**A&Z Travel Related Service**) Islamabad
- Seven Year Experience in Account Assistant in **Venus Carpets (pvt) Ltd.**Hattar Haripur
- Have an ability to maintain **Ledger** of the Company.
- Have an ability to maintain **Finish Stock** of the Company.
- Calculate & Transmit Weekly **Sale Reports** To Head Office.
- Ability to prepare **Sales Tax Invoice**
- Ability to maintain **Cash book.**
- Ability to maintain **Files.**

## **Reference:**

Reference will be furnished on demand