

CURRICULUM VITAE



ALISHA ABBAS

Flat # 502, Classic Heaven Apartment
Millat Garden, Malir Kalaoboard, Khi.
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OBJECTIVE:

Due to my extremely hardworking nature and having analytical skills, I am looking for a challenging position/environment in order to meet the present and future challenges in a highly commercial environment.

To seek success in all fields of life through experience and exposure and to improve constantly, to explore the hidden wealth of nature and to be useful to all concerned entities by contributing to their development

QUALIFICATION

- Matriculation with Science from Board of Secondary Education Karachi.
 - Intermediate with Science from Board of Intermediate Education Karachi.
 - Bachelor of Commerce from University of Karachi,
 - AFC Level of Chartered Accountant.
 - Studying in BBA from KASBIT University (Last Semester)
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COMPUTER SKILLS

- ❖ MS Office
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INTEREST:

- ❖ Playing Cricket
 - ❖ Football
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LANGUAGES:

- ❖ Urdu
 - ❖ English
 - ❖ Punjabi
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EXPERIENCE:

FEB 2020 – To date as Junior Officer in Habib **Metropolitan Bank Ltd.** Karachi

Working in Central Processing Account Opening Unit:

- Perform account processing
- Scrutiny of documents
- Maintaining MIS Records of Account Opening
- Provide Account opening related guide to branches
- Maintain liaison with the branches for rectification of errors
- Verification of CNIC's through NADRA
- Perform other formalities related to account opening.
- Perform amendments in the existing accounts.

One year working experience in The Generator Company as "Assistant Accountant"
My Job responsibilities included the following:

- Handling Accounts.
- Maintain Ledger.
- Handling Tax

PERSONAL INFORMATION:

Father Name	:	Abbas Rehmat
◆ Date of Birth	:	03-07-1994
◆ Place of Birth	:	Karachi
◆ Nationality	:	Pakistani
◆ Domicile / PRC	:	Sindh (Urban)
◆ Marital Status	:	Single
◆ CNIC No	:	42201-7643811-1
◆ Passport	:	NL1018111

REFERENCES: Open request.