



ABDUL HAYAT

D/o/birth 1 May,2001

NATIONALITY

PAKISTAN

TALK TO US

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ADDRESS

- *Hor al anz Deira Dubai.*

SKILLS

- *Data entry*
- *Graphic Design*
- *Ms Office*
- *Social media management*
- *Strong communication*
- *Digital creating*

PROFILE

To obtain a challenging junior accountant and computer operator position where I can apply my accounting or computer operator skills and knowledge of MS Office to contribute to the success of the organization.

EXPERIENCE

- Junior accountant & as teacher at Pamir English language and Computer Institute for one year.
- Work as sale assistant at Glaxay Mart Peshawar for two months.
- Office assistant at Nasrullah Law associate Peshawar for one year and three months.

EDUCATION

Diploma of Commrce 2018-2019

Government Collage of management science II
Peshawar

Higher Secondary School 2016-2017

Government high school police COLONY Peshawar

Certificates

- Diploma Information Technology 2019-2020
(DIT)

Government Collage of management science II
Peshawar

- Special Grammar 2020-2021

Pamir English language and computer institute
Peshawar

LANGUAGES

1. *English*
2. *Urdu*
3. *Poshto*