



Tayyab Habib

BS IT Graduate

Contact Details

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Personal Details

Location: Satwa, Dubai

Nationality: Pakistan

State: Punjab

City: Kamoke - 50661

Visa Status: Visit Visa

Visa Expiry Date: Jan 26, 2024

Date Of Birth: 21/11/1999

Passport: BN7130591

Religion: Islam

Marital Status: Single

Languages: English, Urdu,
Hindi, Punjabi

Career Objective

Seeking a position where I can leverage my skills and organizational expertise to make a substantial contribution to the efficiency and accuracy of financial operations.

Education

Bachelors	Information Technology	2018 - 2022
I.C.S	Computer Science	2016 - 2018
Matric	Science	2014 - 2016

Work Experience

Office Assistant | Dankash Lahore | Aug 2022 - Sep 2023

- Managed calls, schedules, and meetings.
- Organized digital and physical filing systems for easy retrieval.
- Provided support in correspondence, report preparation, and project coordination.

Accountant | Super Asia Gujranwala | Mar 2021 - Jul 2022

- Manage transactions, reconcile bank statements efficiently using QuickBooks.
- Streamline payroll, tax preparation, and expense tracking with QuickBooks.
- Generate insightful financial reports, support audits through accurate data entry in QuickBooks.

Data Entry Operator | United College | Intern Kamoke | Sep 2020 - Feb 2021

- Entered/verified data with high accuracy.
- Maintained/updated records, ensuring data integrity.
- Collaborated to streamline processes, enhancing efficiency.

Skills

- Office Administration
- Data Entry and Accuracy
- Financial Analysis and Reporting
- MS Office Suite (Word, Excel, PowerPoint)
- Accounting Software(Quick Books)

Relevant Course Track

- Database Management Systems
- Office Applications And Tools
- Business Communication

Reference

Will be provided on request.