



# SHAH FAISAL

## Contact

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0500590225  
Riyadh, Saudi Arabia  
Transferable Iqamah

## Education

- University Of Malakand**  
*Bachelor Computer Science*  
Completed in 2022
- F.G inter College**  
*Intermediate in Computer Science*  
Completed in 2018
- Evergreen Public School**  
*Matric in Science*  
Completed in 2016

## Skill

- Management Skills
- Ticketing
- Data Entry
- Safety
- Communication Skills
- Graphic Designer
- Accounting

## Awards

2014 | OXFORD EDUCATION ACADEMY  
**The Best Student of the Year**

## Profile

I am looking for a position where I can actively contribute to a team and help achieve shared goals. I am motivated by the chance to be part of innovative projects and to support the organization's success. I'm excited to take on new challenges and grow in a vibrant work environment.

## Work Experience

### BADAYA TRAVEL & TOURISM | Accountant

2022 – 2024

I am currently working as an accountant at Badaya Travel. My role involves managing financial records, preparing reports, and ensuring accurate bookkeeping.

### GEO GROUP OF TRAVELS | Office Manager

2022 – 2024

As an Office Manager at Geo Group of Travels, I oversaw daily operations, managed administrative tasks, and ensured smooth communication between departments. I coordinated travel arrangements, maintained office supplies, My role also involved supporting team members and addressing client inquiries to ensure exceptional service.

### GOVERNMENT SECONDRY SCHOOL & COLLEGE | Teacher

2022 – 2023

As a Computer Science Contract Teacher, I developed and delivered engaging lesson plans on programming, data structures, and software development. I facilitated hands-on learning experiences, assessed student progress, and provided personalized support to enhance their understanding of core concepts.

### MATHS TOWN COACHING ACADEMY | Tutor

2018 – 2022

As a tutor, I provided personalized instruction in subjects such as math and science, tailoring lessons to meet individual student needs. I helped students build confidence and improve their skills through interactive activities and targeted practice.

### WASEEM MEDICAL COMPLEX | Accountant

2021 – 2022

As an accountant, I managed financial records, prepared budgets, and ensured compliance with regulations. I performed detailed analyses of financial statements and reports, identifying trends and providing insights to support decision-making.

## Certificates

- Nebosh IGC
- Microsoft Office
- National Freelancing Training Program

