

WASEEM ABBAS



Address:

Naseem Al Riyadh Kingdom of Saudi Arabia

Mobile: 0590108612

Email: waseemkhan8080388@gmail.com

Objective:

Believe in struggle and quick performance to work within highly professional and modern environment, where I use my skills sincerely and devotedly to furnish work on time that leads the organization towards costly clever import in the world.

Personal Profile:

DOB : 28/04/1999
Iqama No. : 2531494604
Marital Status : Single
Religion : Islam
Nationality : Pakistani

Academic Qualification:

Certificate	Passing Year	Marks	Board / Institute
Matric (Science)	2017	917/1050	FBISE Islamabad
F.Sc (Pre Medical)	2020	767/1100	BISE Peshawar

Computer Skills:

- 03 Months Computer Certificate Course MS Office from Global Computer Institute Topi Swabi.

Job Experience:

- 2 Year job experience as an **Assistant** in Mahaban Medical and Research Hospital Pakistan.

Assistant Accountant | Masarat Al Sadara Contracting Co., Riyadh

- Managed asphalt plant delivery records in Excel.
- Recorded bank transactions and petty cash in SMACC.
- Prepared supplier invoices and rental equipment sheets in Google Sheets & SMACC.
- Proficient in SMACC, MS Excel Advanced formulas (VLOOKUP, SUMIF, SUBTOTAL), and Google Sheets.
- Working from 15/06/2023 till now.

Summary:

- Having Good Communication Skills
- Quick Learner.
- Ability to work difficult Condition.
- Adaptable and Persuasive.

Language:

- English
- Arabic
- Urdu