ABDULLAH ASHRAF
Management & accountant

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ABOUT ME

I am a punctual and experienced insurance administrator with excellent time management skills. I am a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled In dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

OBJECTIVE

I want to work in an organization where I shall learn and employ my skills to do all the necessary things for the betterment and growth.

SKILLS

Communication

Adaptability

Time Management

Teamwork

Confidence

Leadership

LANGUAGE

- English
- Urdu

EDUCATION

Bachelor & Associate / Degree
ADP BAC – University management of technology
2019 - 2021

Intermediate Certificate / Higher school
ICS Physics – Punjab college Sialkot
2016 - 2018

EXPERIENCE

Professional Accounting Diploma - Customer Service
2018 – 2019
I have learnt international accounting software like Peachtree, Tally, QuickBooks, and MS Excel from a renowned place name as Microtech Institute Sialkot, Pakistan.
I am professional accountant running an accounting practice. I also have a lot of experience with accounts, bookkeeping.

Graphic Designing Diploma - Designer
2021 - 2022
Corel draw 2019 and adobe illustrator. I am a professional graphic designer, I specialize in designing logo, product label, flyer design, web banner and kind of graphic design works.

Data entry - Specialist
2022- 2023
Maintains database by entering new and updated customer and account information. Prepares source data for computer entry by compiling and sorting information.
Maintains data entry requirements by following data program techniques and procedures. Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
Combines data from both systems when account information is incomplete.
Contributes to team effort by accomplishing related results as needed.