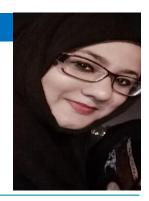


# KAINATAHMED

Cell No: 0543650212 Whatsapp: +92-334-1357105 Emaíl: kaínatfaheem0000@gmaíl.com



## CAREER OBJECTIVE

✓ To obtain a position in field where I cause my qualification, abilities and experience towards achieving the goal and objectives of the organization with the chance of advancement.

### ACADEMIC QUALIFICATION

- ✓ INTERMEDIATE (COMMERCE)
  - o From Board of Intermediate Education Karachi.
- ✓ MATRICULATION (SCIENCE)
  - o From Board of Secondary Education Karachi.

#### COMPUTER SKILLS

- ✓ Microsoft Engineering
- ✓ MS-Office
- ✓ Internet Emailing & Browsing
- ✓ Web Design

## EXPERIENCE

- ✓ 2 Years Experience in Sharjah Al-Oreej Trading LLC (UAE) as a Sale Cum Accountant.
- ✓ 2 Years Experience in Sharjah Nesto Hyper Market (UAE) as a CSR, Cashier & Sales Girl.
- ✓ 6 Months Experience in Sharjah Smart Perfumes (UAE) as a Promoter.
- ✓ 6 Months Experience in Karachi Food Break Restaurant (PAK) as a Cashier.
- ✓ 1 Year Experience in Karachi Oppo Smart Phone (PAK) as a Promoter.
- ✓ 2.5 Years Experience in Sales & Marketing Field (Karachi).
- ✓ 1.5 Years Experience in Karachi Cosmetic Field like Huda Beauty, L'oreal, Essence, Rivaaj, Musrat Misbah & Mabrook.
- ✓ 6 Months Experience in Feb Communication as a Receptionist & Office Girl.
- ✓ 1 Year Experience in Lucky Nits Pvt. Ltd. (PAK) as a PABX Operator § Office Coordinator.

# Duties & Responsibilities

- ✓ Management
- ✓ Market Purchasing
- ✓ Practice Team Work by Helping Co-Workers
- ✓ Account Handling
- ✓ Document Handling
- ✓ Prepare Purchase order § Arrange Materials for Stock
- ✓ Prepare Financial Report Monthly

#### PERSONAL PROFILE:

✓ Husband Name: Faheem Abbas

✓ Date of Birth : 22nd May, 1993

✓ CNIC# : 42201-9212705-4

✓ Passport No. : AP-1157053

✓ Passport Expiry : 4th Nov, 2024

✓ Vísa Status : Vísít Vísa 3 Months

✓ Religion : Islam

✓ Nationality : Pakistaní

✓ Marítal Status : Marríed

✓ Language : English, Urdu & Arabic

## REFERENCE

✓ can be furnished on request.