



KAINAT AHMED

Cell No: 0543650212
Whatsapp: +92-334-1357105
Email: kainatfaheem0000@gmail.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)
 - From Board of Intermediate Education Karachi.
- ✓ MATRICULATION (SCIENCE)
 - 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
- ✓ Visa Status : Visit Visa 3 Months
- ✓ Religion : Islam
- ✓ Nationality : Pakistani
- ✓ Marital Status : Married
- ✓ Language : English, Urdu & Arabic

REFERENCE

- ✓ Can be furnished on request.