

Dear Hiring Manager,

Thank you for the opportunity to apply for clerk role at your company. After reviewing your job description, its clear that you are looking for candidate that is extremely familiar with responsible associated with the role & can perform them confidently. Given these requirements , I am certain that I have the necessary skills in successfully do the hob adeptly & perform above exceptions.

I am an adaptable professional who has been consistently praised details oriented by me co-workers & management. Over the course of my 2 years career, I've developed a skill set directly relevant to the cashier role you are hiring you for, data collection & disease resist. Overall, I have consistently demonstrated analytical, communication & creative thinking abilities in every aspect of my administrator role at Barari Natural Resources LLC UAE (ABU DHABI) & I invite the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent & competitive candidate you are looking for. I look forward to elaborating on how my specific skills & abilities jaqib9932@gmail.com to arrange for convenient meeting time.

Thank you for your consideration & I look forward to hearing from you soon.

Sincerely,

Aqib javed

CURRICULUM VITAE

Aqib Javed

11845 Ruwais, Abu Dhabi

Contact No.: +971-547541602

Email address: jaqib9932@gmail.com



OBJECTIVE:

2017 Barari Natural Resources LLC UAE, seeking to leverage acquired academic knowledge and work experience to effectively fill an office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during internship and the university.

WORK EXPERIENCE:

2 Years of Professional Experience

Administrator:

Barari Natural Resources LLC.

Abu Dhabi, UAE

Duties & Responsibilities

- ✓ Answer phones and greet clients warmly.
- ✓ Assist in filing duties.
- ✓ Perform basic bookkeeping duties.
- ✓ Compile financial records.
- ✓ Perform stenography and dictation.
- ✓ Count or measure mail.
- ✓ Post work schedules.

Relevant Skills:

Electronic Data Processing Knowledge:

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Outlook: Very much familiar to use outlook.

DATA ENTRY:

Kips Academy, Islamabad
PAKISTAN

Duties & Responsibilities

- ✓ **Entering** customer and account **data** from source documents within time limits.
- ✓ Compiling, verifying accuracy and sorting information to prepare source **data** for computer **entry**.
- ✓ Reviewing **data** for deficiencies or errors, correcting any incompatibilities and checking output.

Relevant Skills:

Electronic Data Processing Knowledge:

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
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- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Outlook: Very much familiar to use outlook.

EDUCATIONAL BACKGROUND:

Bachelor of Commerce (Account and Finance)

Azad Jammu Kashmir University (Muzfarabad)

Pakistan

October 2010- July 2013

AJK College Azad Kashmir

Secondary Education

Mirpur AK, Pakistan

September 2008- July 2010

Relevant Qualifications:

Languages:

- ✓ English: Fluent in speaking and writing
- ✓ Arabic: Mother language

PERSONAL INFORMATION:

Full Name: Aqib Javed

Nationality: Pakistani

Marital Status: Single

Date of Birth: Sep 6, 1990

Place of Birth: Pakistan

References:

will be provided on demand