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*Muhammad*

[*Muhammad.335143@2freemail.com*](mailto:Muhammad.335143@2freemail.com)

***Vision & Objective:***

Looking for challenging career, where there is scope of demonstration, always on a look out for a positive & bigger outlook, there on imagination & passion, rigorous thinking and boundless curiosity, sets levels& standards that exceed expectations

***Courses:***

* 3 Months English language course
* 2 Months Computer cours

***Experience:***

* 1 yearas Finance Officer in (The Hope School )
* Recruiting, audit accounts, Clint dealing, event management, advisor, group leader
* 10months as Accountant in ( SialviAdvertiser )
* Sales invoice preparations, Receipt vouchers preparation
* Statement preparation, Purchase bill postings,
* Payment voucher preparation, Bank reconciliation,

***Academic Record.***

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| *Degree* | *Institute* | *Subjects* | *Years* | *Marks* |
| *B.Com*  *(Hons)* | *University of Sargodha* | *B.Com Commerce* | *2014* | *3.54CGPA* |
| *Pre (Engineering)* | *Punjab Of College Of Information Tech Sargodha* | *Math’s, Physics, Chemistry* | *2010* | *663/1100* |
| *Metric* | *KiranaIslamia Modal High School Sargodha( KIMS)* | *Chemistry, Physics,*  *Computer* | *2008* | *569/850* |

***Computer Skills:***

* MS (Office)
* Window installation
* Internet searching and data collecting
* Use any type of software

***Other Skills:***

* Management
* Client Dealing
* Computer Operations
* Data Collection
* Audit Accounts
* Customer care representative
* Supervisor
* Assistant manager
* Events organizer
* Adviser
* Taking decision
* Creative Ideas

***Personal information:***

Nationality: Pakistani

Domicile: Sargodha (Punjab)

Religion: Islam

Date of birth: 08.03.1992

Marital Status: Single