**Muhammad**



**Muhammad.351211@2freemail.com**

**Personal Statement**

Acquiring knowledge has always been a passion and motivation for me tounderstand different environment. As an experienced person in customer services I would like to render my services and build my career through hard work, dedication and achievements in the tasks I would be assigned in my job description, and prove to be an icon for the company I work for.

**Education**

#### MBA

Top up (2011-2012), BGS (Birmingham Graduate School) University of Wales UK.

#### P.G.D

#### Post Graduate Diploma in Strategic Management and Leadership (2011)

C.M.I (Chartered Management Institute) from LPC (Leeds professional college Leeds)

#### Diploma -Peachtree

#### Nicon Group of colleges (2010)

* **B.com (IT)**

Graduation (2010), Punjab College of commerce, Rawalpindi, University of the Punjab, Pakistan

* **I.Com**

Intermediate (2007),Punjab College of information technology Rawalpindi, Board of Intermediate & Secondary Education

* **Matriculation**

Science (2005), Govt. High School BuchalKalan

Intermediate & Secondary Education Islamabad Pakistan.

 **Career Snapshots**

* Three year experience as manager export handling at Continental trade cooperation Peshawar Pakistan, major responsibilities were,
1. Handling all workers in organization.
2. Dealing with traders from other cities.
3. Making relations with customers.
4. Cash handling (Financial manager)
* Working as a shift manager Troy food Hunslet, Leeds, UK.
* Worked with different societies during study period to organize function and arranging meetings.
* Experience in customer services in Pakistan in family business.