CURRICULUM VITAE

**MALIK**

[**Malik.37003@2freemail.com**](mailto:Malik.37003@2freemail.com)

**OBJECTIVE**

To work in a challenging atmosphere that will allow me to develop professional technical and managerial skills to broaden my perspectives and allow me to contribute the best of my abilities to the success of the company.

**PERSONAL INFORMATION**

Date of Birth: **31st March, 1991**

Domicile: **Punjab (Attock)**

Nationality: **Pakistani**

Religion: **Islam**

Marital Status **Single**

**QUALIFICATION**

***M.S (Finance)***

From: Higher Education Commission

***MBA (Finance)***

From: University of Wah, Wah Cantt **3.00/4.00 CGPA**

***B.Sc (Bachelor in Sciences)***

From: University of Punjab **395/800**

***F.Sc (Pre-Engineering)***

From: FBISE Islamabad **641/1100**

***Matric (Science)***

From: BISE Rawalpindi **645/1050**

**ADDITIONAL QUALIFICATION**

**Bachelor of Law** **(LLB)** Supreme Law College

From: Peshawar University

**Call center training**

**WORK EXPERIENCE**

* Recently Work as **Manager** at **Mahnoor Medical Lab & Diagnostic Centre Attock**
* 03 Months as a Trainee in National Bank of Pakistan Attock Branch.

**COMPUTER OTHER SKILLS**

* MS Word, MS Excel, MS Power Point, Internet & Email

**Duties & Responsibilities**

* Oversee the overall corporate budgeting preparation, management and monitoring processes.
* Perform financial analysis, reporting and management activities.
* Ensure that the financial reports are prepared and delivered on time.
* Review financial data for accuracy, correctness and completeness.
* Hire and train new employees on financial operations.
* Monitor and manage all expense within the allotted budget.
* Ensure financial team follows company policies and regulations.
* Develop standard accounting procedures to improve financial operations efficiency.
* Review annual budgets and recommend any changes if needed.
* Assist in account payable and receivable activities.
* Perform account reconciliation activities.
* Generate financial reports related to budgets, account payables, account receivables, expenses.
* Establish accurate forecasts regarding expenses and revenues and manage regular reporting requirements.
* Monitor competitor activity and stay updated about latest industry trends.

**BUSINESS DEVELOPMENT SKILLS**

* Leadership Quality
* Presentation Skills
* High energy level
* Meeting sales Goals
* Creativity
* Sales Planning
* Independence
* Motivation for Sales
* Ability to Focus on Business Requirement,Ensuring Activity id of High Level
* Strong Planning, Organizing and Administration Skills
* Delivery Focused Individual with the Ability to Work in a Self-Sufficient manner
* Ability to Build Strong Working Relationship network with all stakeholder & maintain a high degree of integrity
* Excellent communication skill written & verbal to ensure that employee communication drives engagement across all regions
* Hard-Working.Self-Movtivated & possesses a positive attitude

**LANGUAGE**

* English
* urdu