Muhammad

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CAREER OBJECTIVE

To work in a dynamic organization where advancements are based on achievements, aspiring to utilize my skills to the maximum, while contributing to achieving a new high in company’s excellence.

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| --- | --- | --- | --- |
| QUALIFICATION | YEAR | DIVISION/GRADE  | BOARD/UNIVERSITY |
|  BBA(HONS) | 2016 | 3.55 CGPASpecialization in finance | Punjab University (Jhelum Campus) |
| I.COM | 2011 |  853/1100 (1st) | BISE(Rawalpindi) |
| Matric |  2009 |  853/1050 (1st) | BISE(Rawalpindi) |

COMPUTER KNOWLEDGE

* MS Windows XP, Windows 7, Windows8.
* MS Office. Ms Excel, Ms Word
* Internet Applications

OTHER SKILLS

* Well Communication Skill.
* Ability To Convince To Others.
* Self Confidence In My Personality.
* Having Flexibility In Myself To Change According To The Circumstances Of

Organization.

* A sportsman with a good sportsman spirit.

EXPERIENCE

|  |  |
| --- | --- |
|  Internship In Allied Bank | 6 Weeks |
|  Call center experience | 3 months |
| Accountant experience in Global customer Services  | 4 months |
| Now working as an accountant in Sama Al Jazat Building Contactors (U.A.E) | In progress |

LANGUAGES

* English
* Urdu
* Punjabi

REFERENCE

* Will be provided on demand.