

Muhammad

Muhammad.139979@2freemail.com

**Objective:** Seeking a managerial position in a progressive organization that utilizes, strengthens and challenges the skills acquired through my education, work and life experiences.

**Academics:** 2009-2011 University of Peshawar Peshawar

 M.com (Finance)

2006-2008 University of Peshawar Peshawar

B.com

2004-2006

 D.com BTE KPK Peshawar

 2012

 Quick Book & Peachtree Peshawar

**Personal Info:** Nationality: Pakistani

 Marital Status: Single

 Date of Birth: 08-12-1988

 Religion: Islam

 Visa Status: Visiting Visa

**Experience:** (Peshawar, Pakistan) Jan, 2008 till Jan, 2009

**Designation:** Relationship Officer (Liabilities)

**Key Responsibilities:**

* To prepare the action plans and programs for opening of accounts, maintaining deposits in that accounts and obtaining new profitable corporate business.
* To consult with customers and advise them on appropriate investment options.
* Marketing for deposits in both local and foreign currencies from corporate customers.
* Consulting with the customers with a view to identifying their special needs and designing facilities that would best suit their requirements.

**Experience:**  Feb, 2009 till Feb, 2012

**Designation:**

**Key Responsibilities:**

* To provide customer support and information.
* Maintenance of record.
* Monitoring other staff.
* Coordinate with firm in-charge regarding different issues.
* Receiving customer’s calls and solving their problems on the phone
* Maintaining various Books of Accounts & other Financial Documents Such as:
* Cash Book
* Purchase Book
* Sale Book
* General Journal
* Bank Book
* Bank Statement
* Bank Reconciliation Statement
* Trial Balance
* Balance Sheet

**I.T Skills:** Well-versed with MS Word, MS Excel & MS Power Point application software

 Outstanding knowledge of computer Hardware and Software

**Languages:** English

 Urdu

 Pashto

**Hobbies:** Hunting, Movies & Current Affairs

**References:** Provide on Request