 **Curriculum Vitae**

**Saad**

**Email:** [**saad.387445@2freemail.com**](mailto:saad.387445@2freemail.com)

**Objective:**

To pursue in a challenging environment where I can apply my knowledge, skills and attitude to solve organization’s problems, improve its performance, credibility and efficiency.

**Educational background:**

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| **Year** | **Degree** | **Institute** | **Division** |
| 2017 | M.com | University of central Punjab, MZD(PGC) | 1st |
| 2014 | Graduation BBA(ADP) | University of central Punjab, MZD(PGC) | 1st |
| 2011 | Intermediation | Govt. model science college, MZD | 2nd |
| 2009 | Matriculation | Sky international school, Mansehra | 1st |

**Experience:**

* At AIMS as a teacher from 30/06/14 to 31/08/15
* At HBL as RSO from 01/01/14 to 30/03/15
* At The Citizens foundation as Area Coordinator from 01/04/15 to 30/04/17
* At Micro Agility as Recruitment Executive from 01/04/2018 to 30/09/2018
* At Bilal Enterprises as Accountant from 01/10/2018 to 30/12/2019

**Language skills:**

English, Urdu, Punjabi.

6 months of English language course from Institute of Professional Studies.

**Competencies:**

* Time management skills
* Extrovert, independent, optimistic & friendly
* Excellent interpersonal and communication skills
* Ability to work in stress conditions and good teamwork
* Willing to add value in work and target oriented skills

**Computer skills:**

Proficient in the usage of internet, MS word, Excel, Power point, can use different software as well.

1 year diploma in information technology (DIT) from Xpert institute of professional studies.

**Interests & hobbies:**

Helping people, photography, body building, biking, socializing