

MUHAMMAD ADNAN

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Growth Oriented position where abilities, education and potential can be most productively utilized toward achievement of company and personal goals, to pursue an executive level position in the field of Educational Organization to prove myself. To accept any position of which I am qualified that provides challenges and opportunities for additional skill and healthy learning.



Education

- ❖ Higher Education
 - Master of Commerce (M. Com) [2021]
- ❖ Higher Education
 - Bachelor of Commerce (B. Com) [2019]
- ❖ Board of Intermediate & Secondary Education
 - Faculty of Science (Pre-Engineering) [2015]
- ❖ Board of Intermediate & Secondary Education
 - Matric (Computer Science) [2013]

Computer Skills

- Microsoft Office
- Microsoft Excel
- Email Management
- Microsoft PowerPoint
- File Sharing Programs (Dropbox, Google Drive, etc.)

Personal Information

- **Father's Name** Muhammad Ashfaq
- **C.N.I.C** 35201-0565548-9
- **Date of Birth** 19-07-1996
- **Religion** Islam
- **Gander** Male
- **Language** English, Urdu, Punjabi

Abilities & confidential

- Adaptability
- Good manners
- Problem Solving
- Decision Making
- Business development
- Organizational capacity
- Ability to motivate staff and maintain good relations

Professional Skills

- **Manage all accounting transactions.**
- **Reconcile accounts payable and receivable.**

Experience

- ✓ **1 Year as Junior Accountant**

I have experience in a demanding role where I was required to meet monthly customer targets.