

# Muhammad Faizan



## Personal Information

### Address

Mansehra, Pakistan 21300

### Phone

+971581429108

### Whatsapp No.

+923429449500

### E-mail

Faizan884433@gmail.com

## Skills

Strong written and oral communication.

Organization and attention to detail.

Analytical and problem solving skills.

Time management.

Systems analysis.

Critical thinking.

Driving LTV.

Sales planning.

Sales and marketing manager along with one years of experience in Education as an accountant in private Sector. Excellent reputation for resolving problems and improving customer satisfaction.

## Work History/Experience

2019 to  
2022

### Sales and Marketing

*Hafiz Asad Traders Baffa Doraha, Mansehra*

- Work as sales and marketing manager.
- Analyzing the sales quarterly.
- Dealing the costumers.
- Online sale and Purchase while using social media platform.
- Problem solving skills and Time management.
- Provide managerial support on special requirements.
- Maintain records of daily work out.
- Maintaining account section.
- Collaboration with team members.

2022-2023

### Accountant Khadijah Tul Kubra colleges Shinkiari

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.

## Software

MS Office.

## Languages

English, Urdu, Punjabi,  
Hindko, Pashto.

## Education

2018-03 -  
2019-08

### **Masters of Business Administration : Human Resource Management**

*Hazara University, Mansehra - Mansehra, Pakistan*

2014-03 -  
2018-10

### **Bachelor of Business Administration, Marketing**

*Hazara University, Mansehra - Mansehra, Pakistan*

2012-03 -  
2013-01

### **Diploma In Commerce Account Group**

*Quaid E Azam College of Commerce, Mansehra, Pakistan*

2010-01 -  
2011-01

### **Matriculation: Science**

*Marghazar Public School Dhodial Mansehra, Pakistan*

## Interest/Hobbies

- *Camping*
- *Fishing*
- *Gardening*
- *Reading Books*