

## ■ **Mr. Saif ud Din**

**Date of Birth:** 20/01/1984

**Nationality:** Pakistani

**Passport #** CT7797272

**Resident Card #** 128184689

**Present Address:** Muscat, Oman.

**Permanent Address:** Hangu, Khyber Pakhtunkhwa, Pakistan.



## ■ **CONTACT DETAILS**

**Email :** saif\_hangu@yahoo.com

**Mobile :** +968 9776 1836

+92 3322202111

## ■ **QUALIFICATIONS**

↗ **Master of Science in Management sciences (Finance)** from IUIC, Pakistan, Completed in **2014** with **CGPA 2.50/4.00**  
(Having field of specialization in finance, did research work on Behavioral Finance And Islamic Banking investors)

↗ **Bachelor of Business Administration and Information Technology** from KUST, Kohat, KPK, Pakistan. Completed in **2009** with **1<sup>st</sup> Div**

↗ **Higher Secondary School Certificate ( Pre\_Engineering Group)** from GPGC Kohat,KPK Pakistan Passed in **2004** with **1<sup>st</sup> Div**

↗ **Secondary School Certificate (Science Group)** from Hangu Public School and College, Hangu,KPK Pakistan Passed in **2002** with **1<sup>st</sup> Div**

## ■ **CERTIFICATIONS**

<b>PDO APPROVED CIVIL PERMIT HOLDER</b>	<b>2022</b>
<b>Peachtree Computerized Accounting Software</b>	<b>2009</b>
<b>Quick Book Accounting Software</b>	<b>2012</b>

## ■ **Technical Skills:**

MS Word, MS PowerPoint, MS Excel, SPSS, Amos.

<b>Language</b>	<b>Speak</b>	<b>Read &amp; Write</b>
English	Excellent	Excellent
Urdu	Excellent	Excellent
Pashto	Excellent	Excellent

## ■ WORK EXPERIENCE

---

### ↗ Civil Permit Holder

**(October 2022 to up to Continued)** *At Rawaia Al Asima Global Trad. Cont. Est.*

- **Location:** Oman

### ↗ Accountant & Business Development Officer (BDO)

**(December 2018 to September 2022)** *At Innovasol (pvt) ltd*

- **Location:** Rawalpindi, Panjab, Pakistan.

### ↗ Lecturer “visiting basis”

**(Semesters Spring 2017 to Spring 2018)** *At Kohat University of Science and Technology (Hangu Campus), Pakistan*

- **Location:** Hangu city, KPK, Pakistan.

### ↗ Manager (Accounts and Finance)

**(June 2011 to February 2017)** *At Power Consulting Engineers, Islamabad, Pakistan.*

- **Location:** Islamabad, Pakistan.

### ↗ Accountant

**(April 2010 to May 2011)** *At Noor Computer Learning Academy.*

- **Location:** Hangu, KPK, Pakistan.

### ↗ INTERNEE

**(June 2009 to August 2009)** *At NIB Bank.*

- **Location:** Kohat, KPK, Pakistan.

## ■ PERSONAL SKILLS

---

- Ability to grab concept quickly & Open Minded.
- Customer service skills.
- Ability to work independently and with cross-functional teams in a collaborative teamwork environment.
- Detail focused, highly organized and able to multi-task and effectively manage the timely delivery of work against very short deadlines.
- Excellent communicator takes direction well and willing to learn.