



Abdul Mueed
(BBA)Bachelors of Business
Administration.

mueedmalik49@gmail.com

03139306769

Peshawar, Pakistan

14 October, 2001

@Abdul Mueed

to make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

EDUCATION

bachelor in business administration BBA
government college of commerce nd
management sciences

08/2019 - Present

3.33

Courses
- ms office

FSC pre engineering
govt Shaheed osama zafer cent:Model higher
secondary school

05/2017 - 05/2019

Peshawar

WORK EXPERIENCE

Accounts Manager
Dawat e islami

08/2022 - Present

Peshawar

Dawat_e_islami trust

Achievements/Tasks
- An A/M at Dawat-e-Islami is responsible for overseeing financial accounts, ensuring compliance with Islamic financial principles, cultivating donor relationships, coordinating fundraising activities, managing budgets, collaborating with teams, maintaining documentation, contributing to educational initiatives, engaging with the community, and upholding ethical standards in financial dealings.

Contact : Abdul Mueed - 03139306769

working in marketing sales and supplier
Engaged with different companies as a
wholesaler .

01/2020 - 06/2022

Peshawar

Candy land etc type companies

Achievements/Tasks
- An Order Booker manages customer orders, coordinates with the sales team, and ensures timely product/service delivery. Requires strong organizational and communication skills to streamline the order process and enhance customer satisfaction.

Contact : Sameer - 03079825301

SKILL

Marketing

sales

supply

hafiz_e_Quran

Customer service

Collaboration

communication

Adaptability

Microsoft Office

PERSONAL PROJECTS

Accounts Manager (01/2023 - 09/2023)

- I am an experienced Account Manager with a proven track record in fostering client relationships, driving growth, and managing financial accounts. My strategic approach, strong communication skills, and ability to identify upselling opportunities make me a valuable asset. I am confident in my ability to contribute to the success of your team. Sincerely,

ORGANIZATIONS

Dawat_e_islami (07/2022 - Present)

Account Officer

CERTIFICATES

Hafiz e Quran (10/2018 - 07/2022)

ms office (04/2019 - 07/2019)

LANGUAGES

urdu

Full Professional Proficiency

hindko

Full Professional Proficiency

English

Full Professional Proficiency

pashto

Full Professional Proficiency

INTERESTS

sales and marketing

Accounts

Finance and management