



# M. ARSHAD

## PROFILE

To Achieve Excellence in Banking by Being Part of a Dynamic and Well-Equipped Organization, To Seek a Challenging Position, Utilize My Knowledge, Skills, And Expertise to Contribute Towards the Development of the Organization, And Developing a Long-Term Relationship Based On Trust and Loyalty with The Organization.

## PERSONAL INFORMATION

**F/Name :** M. Mushtaq

**CNIC :** 17301-6299950-1

**DOB :** 31<sup>st</sup> March, 1999

## CONTACT

+92 316-9400651

## ADDRESS:

Village Kalukhel, P/O Nasar Pur,  
Tehsil & District Peshawar

## EMAIL:

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## LANGUAGES:

Urdu

English

Pashto

Hindko

## EDUCATION:

### UNIVERSITY OF PESHAWAR (2018-2021)

- M.COM – GOVT COMMERCE COLLEGE

### KPK BOARD OF TECHNICAL EDUCATION (2017-2018)

- DIT – ISLAMIA DEGREE COLLEGE

### UNIVERSITY OF PESHAWAR (2016-2018)

- B.COM – ISLAMIA DEGREE COLLEGE

### BISE PESHAWAR (2014-2016)

- FSC (PRE-ENG) – ISLAMIA DEGREE COLLEGE

### BISE PESHAWAR (2012-2014)

- SSC (SCIENCE) – FORWARD HIGH SCHOOL

## EXPERIENCE:

- Working as A Trainee Since 01-Oct-2020 – Present  
(Anwar Javed & Co. Chartered Accountants) *Deans Trade Center, Peshawar.*
- Worked 2 Months as A Computer Operator in ECS.
- Worked 6 Months as a Salesman in Moon light Bakery.

## SKILLS:

- Maintaining Vouchers & General Ledgers
- Preparation of Trial Balance and Financial Statements.
- Maintaining Cash Book and Bank Book.
- Microsoft Office (Word, Excel & PowerPoint).
- Typing Speed 40 (WPM).
- Store Computer Billing