

MUHAMMAD SAAD HABIB FARMAN

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OBJECTIVE

To formalize the vision of a better tomorrow through learning and adapting, exploring new frontiers of knowledge, skills and technology that may change lifestyles.

EDUCATIONAL RECORD:

EXAMINATION	PASSING MONTH/YEAR	CGPA / (%)	NAME OF BOARD/UNIVERSITY
BS Accounting & Finance	2021	2.76	Bahria University Islamabad
Diploma in Information Technology	2020	81	BTPE
HSSC Pre-Engineering	2017	73	BISE Peshawar
SSC	2015	77	BISE Peshawar

EXPERIENCE:

- **ANWAR JAVED WAQAR ALI CHARTERED ACCOUNTANTS** – 04 October 2021 to 28 November 2023
Designation: Trainee
 - Accounting
 - Auditing
 - Book Keeping
- **Internship at Zarai Taraqiati Bank Limited (ZTBL)** – 21 December 2023 End on 21 June 2024
Designation: Internee
 - Accounts Opening
 - Customer Service
 - Cheque Handling
 - Withholding Tax

KEY STRENGTHS:

- Ability to operate effectively under cultural and linguistic constraints
- Ability to connect with people
- Ability to work for longer hours
- Under-take responsibilities easily & confidently
- Ability to cope with stressful situation

IT & OTHER SKILLS:

- Excellent computer skills including proficiency with Microsoft Word, PowerPoint and Excel
- Good command over Windows XP, Windows 07 and Internet
- Troubleshooting, Software & Hardware installation
- Professional with extensive experience in data entry

LANGUAGE PROFICIENCY:

- English (Reading, Writing, Listening & Speaking)
- Urdu (Reading, Writing, Listening & Speaking)
- Pashto (Speaking & Listening)

INTERESTS:

- Gaming Enthusiast, Book Reading
- Sports (cricket, football)
- E-Gaming

PERSONAL INFORMATION:

- Date of Birth: March 12th, 2001
- Father's Name: Farman Ullah
- CNIC No: 14203-5218664-3
- Martial Status: Single

REFERENCES:

- Reference will be furnished on demand.