




# MUHAMMAD FAHAD

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 House 630, Street 21, Sector F5  
 Phase 6 Hayatabad, Peshawar.

## INFORMATIONS

- Father Name: Fareed Ullah
- CNIC: 11201-1325566-9
- Date of birth: 20th July 2001
- Gender: Male
- Marital Status: Un-married
- Nationality: Pakistani

## RELEVANT SKILLS

- Accounting
- Financial Reporting
- Computer Literacy
- Record Compilation
- Co-ordination
- Liaison
- Book keeping

## OBJECTIVE



To seek a career position in a progressive organization which should be challenging and demanding with an opportunity to learn and grow my skills.

## STRENGTHS



Integrity, Punctuality, Leadership, Problem-solving, Adaptability, Customer Focus, and Effective Communication.

## EDUCATION BACKGROUND



### **Bachelor of Commerce (Accounting & Finance)**

Institution: QACC University of Peshawar  
 Year of Graduation: 2019-2023

## WORK EXPERIENCE



### **DOCUMENT CONTROLLER**

Creative Engineering Consultant Pvt Ltd  
 Provincial Road Improvement Project  
 2nd July 2018 - till date

- Played a key role in managing and controlling project documents, including technical drawings, project specifications, and contracts.
- Ensured that all documents were up-to-date, and prevented any discrepancies.
- Developed and maintained an efficient archiving system for historical project documents, making them easily accessible for future reference.
- Worked closely with engineers, architects, and project managers to gather and organize project-related documents and information.

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## HOBBIES

- Team Player with strong communication skills.
- Self-Motivation, Disciplined, and Dedicated.
- Problem Solving and quick Decision Making Skills.

## LANGUAGES

- Urdu
- Pashto
- English



## INTERNSHIP

Accountant General Office, Peshawar

8 Weeks - 2022

- Assist in maintaining HR records and payroll-related information.
- Calculation of Pension and assisting in all the processes for its disbursement.
- Maintaining of Pension record.
- Assisting in the calculation of GP funds and planning for its recovery.
- Engagement in record keeping.
- Dairy and dispatch of official documents.

## CERTIFICATIONS



### Quickbook

3 Months Short Course



### Virtual Assistant

3 Months Short Course



### Freelancing

3 Months Short Course