

## Muhammad Haris Amin

Block 10 Street no 01 House no 28A  
Khanewal

# Curriculum Vitae

Cell # 0312-7507545

HarisCh8894@Gmail.com

### PROFILE

A Young and dynamic candidate having Graduation in Bachelor in Commerce, Seeking a challenging position in a professionally managed and dynamic organization with independent responsibilities and having a good career growth. Committed to work in a competitive environment and to make solid contribution both as an individual and as a useful team member of professionals in a quality conscious organization, which provides a challenging, learning and developing atmosphere. Excellent common sense and decision making abilities. Self-motivated and hardworking individual. Extra interpersonal and analytical skills. Proficient user of MS Office and Internet etc.

### PERSONAL INFORMATION

Name	:	Muhammad Haris Amin
Father's Name	:	Muhammad Amin
Date of Birth	:	July 17, 1995
Nationality	:	Pakistani
N.I.C #	:	61101-4129534-3
Domicile	:	Punjab
Religion	:	Islam
Marital Status	:	Married
Permanent Address	:	House No. 11 Street-B Block "W" Peoples Colony Khanewal
Present Address	:	Block no 10 Street no 01 House no 28A Khanewal

### QUALIFICATIONS

Matriculation	:	Year 2012	from FBISE Islamabad
---------------	---	-----------	----------------------

FSC (Pre-Engineering) : Year 2015 from FBISE Islamabad  
Graduation ( B.Com) : Sarhad University Peshawar

Page 1 of 2

## DIPLOMA

International Safety Officer **(HSE)** : Year 2013~2014 from Federal Institute of  
**(IOSH)** Technology (Rawalpindi)  
Quantity Surveyor :

## PROFESSIONAL EXPERIENCE

### (A) BAHRIA TOWN PVT. LTD.

**Post Held** : Safety Officer  
**Duration** : from April 2014 to April 2015

### (B) HABIB RAFIQ (PVT) LTD.

**Post Held** : Assistant Accountant (Internship 6 Month)

- Reviewed General Ledger entries and assessed accuracy.
- Reviewed accounting structure and procedures on regular basis to identify areas in need of improvement.
- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- Verified over \$(amount) of cash and credit payments daily.
- Processed payroll for approximately (number) total employees.

### (C) Askari Bank Limited

➤ **Post Held** : BSO  
➤ **Duration** : from September 2020 to Dec 2023

## COMPUTER/PROFESSIONAL SKILL

- Good Computer Skill.

- Excellent typing speed in M.S World, M.S Excel.
- Good knowledge about computer related matters hardware, software etc.
- Software Installation all type.
- Time Management
- Active listening
- Communication
- Team Work
- Creativity