



JUNAID MURTAZA

CONTACT



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SKILLS

- ❖ Ms Office , Ms word , Ms Excel
- ❖ Time Management
- ❖ Writing Skills
- ❖ Effective Communication
- ❖ Adaptability and Flexibility

LANGUAGES

English

Urdu

Punjabi

HOBBIES



OBJECTIVE:

A highly motivated and confident person with good Multitasking and organizational skills having passion to work under different situations. Now looking for a new challenging positions that will make the best use of my existing skills and experience along with personal and professional development.



EDUCATION:

- ❖ **Matriculation** **Years 2014**
From : Federal Board of Intermediate and secondary Education Islamabad
- ❖ **D.Com** **Years 2016**
From : Board of Technical Education Peshawar
- ❖ **B.Com** **Years 2018**
From : Abbottabad University of science and technology Hevellian



EXPERIENCE:

- ❖ 03 Years as a Cashier at City Sweets & Bakers Mansehra.
- ❖ 03 Years As a Sales Supervisor at six B Food Industries Pvt Limited.
- ❖ 06 Months as Sale Supervisor at Gujranwala Food industries Pvt Limited.
- ❖ 45 Days Internship as a internee Cashier at ZTBL Mansehra Road Abbottabad.
- ❖ Currently Working as Corporate Assistant at Muniff Ziauddin & CO Chartered Accountants Islamabad.



CERTIFICATES:

- ❖ Diploma of information Technology From Board of Technical Education Peshawar .
- ❖ Ms Office From Future Vision Organization Abbottabad.