

# MUHAMMAD FAIZAN SAEED

Nouman House, Faqirabad No:2, Zaryab Colony, Near Pak German School, Peshawar City, Peshawar.

Contact No: 03360854674

Email: - [faizansaeed1222@gmail.com](mailto:faizansaeed1222@gmail.com)



## PERSONAL INFORMATION

Father Name : **SAEED AHMED** (Late)

Date of Birth : 14<sup>th</sup> June, 2000

CNIC # : 17301-3176865-3

Domicile : Peshawar (KPK)

Gender : Male

Religion : Islam

Nationality : Pakistan

## PERSONAL PROFILE

To gain a dynamic and challenging role in a result-oriented institute that seeks an ambitious and career conscious person, where acquired skills and education will be utilized towards continued professional growth and advancement.

## ACADEMIC RECORDS

Matric (Science) From Peshawar Model School Boys3	BISE Peshawar	<b>924/1100</b>	2014
FSc (Pre-Medical) From Government College Peshawar	BISE Peshawar	<b>812/1100</b>	2016
Diploma in Financial & Management Accounting (RQF-level 2. ACCA)			2020
Foundation Diploma (ACCA)			2021

## **EXPERIENCE**

Peshawar Economic Zone

Finance Intern since May 2022 till date.

Job Duties:

- Billing
- Maintaining Ledgers
- Vouchers
- Manual Book-Keeping
- Customer Dealing
- Recovery Drives
- Filings

## **COMPUTER SKILLS**

- MS Office Automation
- Window Installation
- Internet
- MS Excel
- MS Word

Typing Speed on Average 20 words Per min

## **LANGUAGES**

- Urdu
- English
- Pushto

## **INTERESTS**

- Financial Management
- Firm Audit
- Sales
- Accounts
- Marketing

- Writing
- Reading
- Outdoor Sports
- E-Gaming

## **REFERENCE**

References can be furnished on demand.