**MUHAMMAD SALMAN**

**PERSONAL**

Father Name : Muhammad Sabir Jan

Domicile : Lakki Marwat

Nationality : Pakistani

N.I.C # : 11202-0371497-5

Contact # : 0306-1959291

Address : Institute of management sciences, Hayatabad Phase 7 Peshawar

E-mail : Salmanmarwat7843@gmail.com

**OBJECTIVES**

* To seek an opportunity in a reputed organization where I can explore my ability, skills & potentials that I have gain during all my academic life & achieve the goals & targets.

**EDUCATIONAL QUALFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University/board** | **Session** | **Division/Grade** |
| **MS Management ( Finance )** | Institute of Management Sciences Peshawar | 2020-2022 | In Progress |
| **M.Com** | Gomal university DI Khan | 2019 | A |
| **B.Com** | U.S.T Bannu | 2017 | 1st |
| **D.Com** | B.T.E Peshawar | 2015 | A |
| **S.Sc** ( Matric) | B.I.S.E Bannu | 2013 | A |
| **DIT** | B.T.E Peshawar | 2017 | A |

**DEMONSTRATED & PROVEN CHARACTERISTIC**

* Decision maker
* Good academic background.
* High degree of vision, focus, discipline, self-motivation, ethics and integrity.
* Ability to learn new concepts, methods & environment.

**Experience:**

* 8 Months Internship in RSM Peshawar
* Good experience in Bookkeeping
* Experts in Recording accounting transaction and Making Financial statements
* Experience at Quick book

**COMPUTER SKILLS**

* MS Office
	+ MS Word MS Excel MS Power Point
* Expert in Downloading, Uploading, Mailing, Receiving data.
* Expert in making of typing and preparing presentation on any assignment given.
* Windows Configuration & Installation.

**OTHER SKILLS**

* Excellent written and communication skills
* Leadership Skills
* Administrative Management

**LANGUAGE PROFICIENCY**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Spoken | Read | Write |
| English | √ | √ | √ |
| Urdu | √ | √ | √ |
| Pashto(Native) | √ | X | X |

**INTEREST**

* Travelling
* Reading newspaper & Islamic books