

Muhammad Shoaib

MBA Finance

University of Peshawar

An administrator is a professional who fulfills daily clerical tasks to help with the maintenance of an office building.

Objective:-

Looking to earn more experience in the field while helping your organization reach its goals and the opportunity to help the organization advance efficiently and productively.

Skills:-

Administrative skills are related to the running of a business and increasing office productivity. I have command on

- Communication
- Organizational skills
- Project management skills
- Bookkeeping skills
- Time management skills

Administrator Goal:-

- My administrator goals are specific, measurable, achievable, realistic, and time-bound.
- To support the supervisors and management team
- Problem-solving skills
- Effective teamwork
- Respect for deadlines while providing administrative and entry-level talents
- Goal of proving myself and growing with the company

Muhammad Shoaib



E-mail shoaibims06@gmail.com
Contact no 03065973174
Address University of Peshawar near Masjid e
Bilal House no MM # 23 Peshawar

Objective:

Aiming to leverage proven administrative, communication, management and organizational skills to successfully fill the role at your institute. Frequently praised as quality-oriented by my peers, I can be relied upon to help your institute to achieve its goals.

Personal Information:

Father Name Gulbaz Khan
D.O.B 27-Sep -1998
CNIC 17301-7006199-1
Domicile Peshawar
Religion Islam
Nationality Pakistani
Marital Status Single

Education:

S.no	Year	Degree	Obt. Marks	%	Board / University
1	2023	MBA (Finance)	3.02 /4.00	72%	University of Peshawar
2	2021	BBA (Finance)	3.11 /4.00	74.14%	University of Peshawar
3	2017	F.Sc(pre- Engineering)	681/1100	62%	University College for boys
4	2015	SSC (Science)	825/1100	75%	University Public School

Coursework / Certifications:

- Quick books March 2023 to June 2023 DIGISKILLS.PK

Computer Skills:

- Hands on MS Office (Word, Excel, Power Point)
- Work on different formats
- Data Entry

Hobbies & Interest:

- Walking
- Travelling
- Library
- Cooking

Practical Skills:

- Expert in pension
- Payroll
- GP Fund
- Financial Transactions
- Cost audit
- Tax audit
- Management audit
- Operational audit
- Farewell grants, marriage grants
- Arrears

Additional Skills:

- Good communication skill
- Leadership qualities
- Team management
- Creative thinking
- Problem solving

Languages:

- ✓ English
- ✓ Urdu
- ✓ Pashto

Experience:

- Currently working in the Internal Audit Section in the University of Peshawar
- Worked as an internee in University of Peshawar Budget and compilation cell