



# MUHAMMAD SAJAWAL

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0334-4037311

## About me

As a proactive individual, I prefer interdependence and win-win workplaces to get a demanding position in a recognized firm to grow my learnings, expertise, and skills. I am a goal-oriented and analytical businessperson with good leadership abilities. I have great presenting and communication skills as well as the ability to work in a team along mentioned objectives

## Personal Skill

- Able to work well under pressure, priorities workload and work to deadlines.
- Can, work on own initiative.
- Excellent written and verbal skills.
- Highly motivated with a positive attitude.
- Reliable and punctual.
- Interdependent, Win-win believer
- Problem Solver
- Intent to learn and sharing knowledge.

## Personal Information

Father Name: Fazal Diyan  
CNIC: 17202-0373148-1  
DoB: 15-09-1997  
Language: English, Urdu, Pashto  
Address: P.O Taru Jabba Distt Nowshera.

## PROFESSIONAL EXPERIENCE

### ANWAR JAVED & CO, Chartered Accountants

**Audit Trainee** (Peshawar Office)

**August 05, 2019 - Present**

I joined Anwar Javed & Co in its Advisory & Assurance wing. I have worked on various assignments of diversified nature which has added up immensely in developing my professional skills. By working in Anwar Javed & Co I am able to deploy my knowledge on real life scenarios which is helping me a great deal in modifying my knowledge and skills. My roles and responsibilities were:

- NTN Registration
- Filing of Income Tax Returns
- Preparation and Audit of Financial Statements
- Preparation of General Ledgers and Trial Balances
- Preparing Vouchers
- Maintaining Petty Cash Book
- Assist Clients in the preparation and analyzing of financial statements.

## ACADEMIC QUALIFICATION

### Master of Commerce

University of Peshawar **2021**

### Bachelors of Commerce

University of Peshawar **2017**

### Diploma in Commerce

Muslim Collage of Commerce Peshawar **2015**

### Matriculation

Govt High School Tarnab Faram, Peshawar **2013**

## RESPONSIBILITIES

- Efficient, trustworthy, and able to cope with stressful situation I am personally well organized. I have team oriented working style and can work in tight deadlines. I am hardworking and kind person. I have the ability to lead a team.

## TECHNICAL EXPERTISE

- Experienced in Office Automation.
- Administrative Skills.
- Ability to work under stress