

Muhammad Suliman



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Peshawar, KPK

Objectives:

Looking for a challenging position in a dynamic organization which can be utilize my potential to its full extent and where there is a need to share broad cooperative efforts through sound planning. Creativity and specialization for all round development of the company within time frame in a professional way.

Personal Information:

| | |
|------------------------|---------------|
| Domicile: | Peshawar, KPK |
| Nationality: | Pakistan |
| Marital Status: | Married |

Education:

| <i>Degree/ Certificate</i> | <i>Year Passing</i> | <i>Board/ University</i> |
|----------------------------|---------------------|--------------------------|
| Matric | 2010 | BISEP |
| F.A | 2012 | BISEP |
| B.A | 2015 | U.O.P |
| M.A | 2022 | U.O.P |

Diploma:

➤ **Diploma in Information Technology (D.I.T)**

Done at Institute of Computer & Technological Science Peshawar Pakistan (August, 2017)

Professional Experience: (Administration, Accountancy and Finance)

Office Assistant/ Cashier – Arctic Associates (Peshawar, Pakistan)

(Authorized Distributor of Walls Ice Cream Unilever Pakistan Ltd.)

Duration (Jan, 2019 to Date)

- An Office Assistant's responsibilities include taking calls from customers and delivering messages while also using basic office equipment like faxes or scanners. They help maintain files to keep track of important documents, organize travel arrangements, manage supply inventory and perform data entry as required.
- Cashier responsibilities include receiving payments and issuing receipts, gift-wrapping packages and keeping track of all cash and credit transactions. To be successful in this role, you should have previous experience in a customer service position and good knowledge of how cash registers operate.

Assistant Accountant – Khyber Scan & CTP (Moh: Janggi Qissa Khuwani Bazzar Peshawar, Pakistan)

(Making CTP plates for printing)

Duration (Jan, 2015 - Dec, 2018)

- Ensuring payments, amounts and records are correct. Working with spreadsheets, sales and purchase ledgers and journals. Recording and filing cash transactions. Controlling credit and chasing debt.

Insert it in:

- Maintenance of files/record.
- Accounts keeping of the project.
- Procurement under the project and maintaining the stock register/inventory etc.
- Personnel and administrative matters of employees under the project.
- Causal typing
- Any other responsibility assigned.

Skills:

- **Computer:** Microsoft Office, Internet surfing-Email, Browsing, Windows etc.
- **Typing Speed:** 40 WPM in English.
- **Stenographer:** 80 WPM in English.

Languages:

- Pushto, Urdu, English.

Reference:

- Will be furnished upon request.