



MUHAMMAD DANISH

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ABOUT ME

"Dynamic and detail-oriented professional with expertise in information technologies. Known for delivering high-quality results through effective project management, strategic planning, and problem-solving. Strong analytical skills combined with a collaborative approach to drive success in fast-paced environments. Committed to continuous growth and bringing innovative solutions that align with organizational objectives."

WORK EXPERIENCE

01/01/2024 – CURRENT Nowshera, Pakistan

ACCOUNTANT BURAQ EDUCATION SYSTEM SCHOOL & COLLEGE (JALLOZAI CAMPUS)

- **Financial Reporting:** Prepare and analyze financial statements, including balance sheets, income statements, and cash flow reports.
- **Bookkeeping:** Manage daily transactions, including accounts payable/receivable, and maintain accurate records of all financial activities.
- **Budget Management:** Assist in creating and managing budgets, providing financial insights to support decision-making.
- **Data Entry & Reporting:** Assist with data entry, maintaining databases, and generating reports as needed.
- **Administrative Support:** Provide comprehensive administrative support, including calendar management, meeting coordination, and travel arrangements.

EDUCATION AND TRAINING

2019 – 2023 Peshawar, Pakistan

BACHELOR STUDIES IN COMPUTER SCIENCE University of Peshawar (Main Campus)

Website <http://www.uop.edu.pk/>

2017 – 2019 Peshawar, Pakistan

INTERMEDIATE (PRE-ENGINEERING) Board of intermediate and secondary education, Peshawar

Website <https://www.bisep.edu.pk/>

2015 – 2017 Nowshera, Pakistan

MATRIC (SCIENCE) Board of intermediate and secondary education, Mardan

Website <https://web.bisemdn.edu.pk/>

CERTIFICATIONS

08/2023 – 10/2023

User Interface Designing

The **User Interface Design** course offered by the **California Institute of the Arts** through **Coursera** provides comprehensive training on the fundamentals of UI design. This course is aimed at helping learners develop the skills required to create effective, user-centered interfaces across digital platforms."

"**Digital Marketing and E-commerce** is a comprehensive online course provided by Google in collaboration with Coursera. Designed for beginners and professionals alike, the course covers essential concepts in digital marketing, including social media marketing, and email marketing."

01/2024 – 03/2024
MS Excel

"Microsoft offers a comprehensive **Excel Online Course** designed to help users master the essential tools and advanced features of Excel."

DIGITAL SKILLS

User Interface / User Experience | Social Media | Graphics Designing | Digital Skills: Digital Marketing | Microsoft Office | Organizational and planning skills | Team-work oriented | Creativity | IT Expert

COMMUNICATION AND INTERPERSONAL SKILLS

Communication skills

- Effective communicator with strong verbal and written skills
- Proven ability to articulate complex ideas clearly and concisely
- Excellent presentation and public speaking skills

Interpersonal skills

- Proven team player with excellent collaboration and teamwork skills
- Strong relationship builder with ability to establish trust and rapport
- Conflict resolution and negotiation skills

PROJECTS

01/2023 – 10/2023
Hand Gesture Based Volume Controller

"**Gesture-Based Volume Controller** is an intuitive desktop application designed to enhance user experience by enabling touch-free volume control."

LANGUAGE SKILLS

Mother tongue(s): PASHTO | URDU
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	C1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

VOLUNTEERING

01/2022 – CURRENT Dag ismail khel, Pabbi, Nowshera
SBK Welfare Foundation

"**SBK Welfare Foundation** is a dedicated non-profit organization committed to improving living conditions in underserved communities."