

# Muhammad Faizan Ul Haq

*Present Address: Flat # A-5, 1<sup>st</sup> Floor, Al-Haram  
Apartment, E-11/4, Islamabad.*

*Permanent Address: Mohalla Meera Kheil Village  
and Post Office Yar Hussain Tehsil Lahor Distt Swabi*

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## *Personal Information:*

- Father's Name : Mahmood Ul Haq*
- Date of Birth : 03-Feb-1993*
- N.I.C No : 16201-6031339-9*
- Nationality : Pakistani*
- Marital Status : Single*
- Domicile : Khyber Pakhtunkhwa*

## *Objective and Ambitions:*

*To find a challenging position in an Establishment or Organization where can I utilize my knowledge and skills, to bring about a positive difference and contribute to the growth of the organization as far as possible.*

## *Qualification:*

<i>S.No</i>	<i>Subject</i>	<i>Group</i>	<i>Division</i>	<i>Institute</i>	<i>Year</i>	<i>Bise/Uni</i>
<i>1</i>	<i>Master</i>	<i>Commerce</i>	<i>Inprogress</i>	<i>Science of Technology Jaranwala Campur</i>		<i>Virtual University</i>
<i>2</i>	<i>Master</i>	<i>History</i>	<i>2<sup>nd</sup></i>	<i>Azad Islamia Degree College Charsada</i>	<i>2020</i>	<i>Uni of Laki Marwat</i>
<i>3</i>	<i>Bachelor</i>	<i>Commerce</i>	<i>1<sup>st</sup></i>	<i>Allama Iqbal Open University Islamabad</i>	<i>2018</i>	<i>Allama Iqbal Open University Islamabad</i>
<i>4</i>	<i>Fsc</i>	<i>Pre-Eng.</i>	<i>2<sup>nd</sup></i>	<i>Government Degree College Yar Hussain</i>	<i>2012</i>	<i>BISE Mardan</i>
<i>5</i>	<i>Survey</i>	<i>Short Course</i>	<i>1<sup>st</sup></i>	<i>Nice College of Technology Mardan</i>	<i>2012</i>	<i>Board Of Technical Education Peshawar</i>
<i>6</i>	<i>Dispenser</i>	<i>Patient care technician</i>	<i>1<sup>st</sup></i>	<i>National Institute of Management Sciences Faisalabad</i>	<i>2011</i>	<i>NIMS Faisalabad</i>
<i>7</i>	<i>Matric</i>	<i>Science</i>	<i>1<sup>st</sup></i>	<i>Shaheen Model High School Yar Hussain</i>	<i>2008</i>	<i>BISE Mardan</i>

## *Computer Skills:*

<i>S.No</i>	<i>Certification/Diploma</i>	<i>Institute</i>	<i>Year</i>
<i>1</i>	<i>Microsoft Office</i>	<i>Pearl Computer College Shewa adda Swabi</i>	<i>2010</i>
<i>2</i>	<i>Inpage</i>	<i>Pearl Computer College Shewa adda Swabi</i>	<i>2010</i>
<i>3</i>	<i>Internet</i>	<i>Pearl Computer College Shewa adda Swabi</i>	<i>2010</i>
<i>4</i>	<i>Computer Hardware</i>	<i>Pearl Computer College Shewa adda Swabi</i>	<i>2011</i>
<i>5</i>	<i>Computerize Accounting</i>	<i>Divine Institute Shewa Adda Swabi</i>	<i>2016</i>
<i>6</i>	<i>Diploma Information Technology</i>	<i>Trade Testing Board Peshawar</i>	<i>2021</i>

### *Experience:*

- *Shaheen Model High School Yar Hussain Swabi (Teacher)*  
*1<sup>st</sup> April 2011 to 30<sup>th</sup> November 2013.*  
*Teaching of Mathematics and Physics.*
- *The New Scholars Public School Yar Hussain Swabi (Teacher)*  
*1<sup>st</sup> December 2013 to 31<sup>st</sup> March 2015.*  
*Teaching of Mathematics and Physics.*
- *Yar Hussain Model High School Yar Hussain Swabi (Teacher)*  
*1<sup>st</sup> April 2015 to 31<sup>st</sup> May 2016*  
*Teaching of Mathematics and Pak Study*
- *The Experts School & College Dobian Swabi (Teacher & Accountant)*  
*1<sup>st</sup> July 2016 to 31<sup>st</sup> December 2018*  
*Teaching of Mathematics, Physics and Pakistan Study*  
*Also work as accountant of the school*  
*Session 2016-17 and 2017-18 warden of the Hostel*
- *Zesty Mineral Product Gadon Amazai Swabi (Finance Manager)*  
*11 January 2019 to 31<sup>st</sup> March 2019*
- *Paramount Food & Beverages Islamabad (Finance Executive)*  
*1<sup>st</sup> July 2019 to 31<sup>st</sup> March 2021*  
*Controlling of Finance and Internal Audit.*
- *Shahid and Co Private Ltd (PMO SITE II Khanpur)*  
*1<sup>st</sup> October 2021 to Present*  
*Admin cum Accountant*

### *Well Knowledge and Command on:*

- *Microsoft office 2013(Word, Excel. Power Point)*
- *HTML, Adobe Photoshop*
- *Inpage*
- *Quick Book, Peachtree, Oracle*

### *Interest:*

- *Book Reading*
- *Surfing Internet*
- *Coins collection*
- *Reading Newspaper*

### *Language:*

- *English*
- *Urdu*
- *Pashto*

### *Reference:*

- *Will be provided on request*