



Muhammad Talha

S/o Muhammad Yousaf

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Muhammad Talha Yousaf

OBJECTIVE

My prime objective is to work in a well reputable organization and in a challenging atmosphere that offers exciting and vibrant career. Further facilitating my ability to help the organization to reach its strategic goals.

BRIEF EDUCATION BACKGROUND

2020-2022 Superior University
Masters IN Commerce

MAJOR SUBJECTS

Marketing Management	Financial Accounting	Managerial Economics
Advance Accounting	Principles of Auditing	Business law
Introduction to Business	Money Banking & Finance	Business Statistics

2020 ADP (Accounting & Finance) Superior College

2018 Commerce / I.Com (BISE Lahore)

2015 Matric In Computer Science (BISE Lahore)

CURRENT STUDY

Masters IN Commerce

SKILLS

- Proficiency in MS Word, MS Excel and MS Power point
- Interest in Sports
- Effective communication in English Language and Urdu Language.
- Confident in presentations

Working Experience

RAFAQ COS-CEUTICALS

Rafaq Cos- is cosmetic Product work with well known Customer in all over Pakistan

ACCOUNT EXECUTIVE (February,2022 To Date)

- Maintaining basic account, book keeping.
- Strong Dealing with vendors, customers and banks regarding financial matters.
- Supervise the monthly billing, staff scheduling and payroll processing activities.
- Provide support to resolve any problems faced by the administration team and other department as well.
- Evaluate current operations to identify and implement process improvements.
- Vehicles Maintenance\Fuel Efficiency and other benefits of personnel's.
- Liaison to Manager Accounts For day to day activities.

Interest

Reading Business Section of Newspapers, Travelling, Cricket, Social Networking

References

Available upon request