**MUHAMMAD NOUMAN**

**Add: House # 81, St 7-A, Asad Anwar Colony, Gulbahar #1 Pesh.,**

**Phone (Home): 091-6011011, Email: mnks1985@gmail.com,**

**Cell: 03339414214**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Objective | | | | | | | |
|  | To get suitable position according to my qualification this would utilize my skills to the maximum extent as well as providing opportunity for learning, growth & carrier development. | | | | | | |
| Education | | | | | | | |
| 2003 | | **Sir Syed Public School** | | | | **500/850** | Board of Intermediate and Secondary Education, Peshawar – Pakistan |
| 2005 | | **British School & College** | | | | **560/1100** | Board of Intermediate and Secondary Education, Peshawar – Pakistan |
| 2009 | | **BBA (Hons)** | | | | **2.87/4.00 GPA** | City University of Science & Information Technology |
| 2012 **MBA (1.5) (HRM)** **3.53/4.00 GPA** City University of Science  & Information Technology  **Professional Work Experience** | | | | | | | |
| **Employer** | | | Frontier Green Wood Industries (Pvt) Ltd | | | | |
| **Type of Job** | | | Administration Officer | | | | |
| **Duration** | | | | 11th jan,2010 to 25Th june,2011 | | | |
| **Description  Employer**  **Type of Job**  **Duration**  **Description**  **Employer**  **Type of Job**  **Duration**  **Description** | | | | Managing and controlling administrative activities  Turnotech.co Islamabad  Admin/Finance Officer  13th feb,2012 to 10Th april,2012  Handling all the financial activities  Managing administrative activities    The Bank of Punjab  Cash Officer  15th july,2014 to 6th April ,2016  Handling Operating Activities   * + Handling all types of activities related cash   + Account Opening   + Inward/Outward Clearing   + Remittances | | | |
| Skills | | | | * High quality problem solving skills. * Organized and takes initiative. * Ability to multi-task. * Quick learner. * Good English communication skills and pleasant attitude. * Leadership quality. * Confident and bold. * Able to work under pressure, good time management. * Excellent communication skills. * Self-motivated. | | | |
| |  |  |  | | --- | --- | --- | | ****Computer Skills**** | | | | * • |  | * Microsoft Office (Word, Excel, PowerPoint, Access). |   Thesis  “The impact of perceived organizational support, employee training satisfaction, work environment and work-life balance on Employee Retention., A study of academic staff in private Universities in Peshawar Pakistan”.  Supervised by: Dr. Raza Ulla  Grade: A+  Personal | | | | | | | |
| **Father’s Name:** | | | | | Tasleem Bhatti | | |
| **DOB:** | | | | | 11th May, 1985 | | |
| **Marital Status:** | | | | | Married | | |
| **Nationality:** | | | | | Pakistani | | |
| Languages | | | | | * English, * Urdu (highly skilled), * Pashto (highly skilled), * Hindko (Highly skilled), | | |
| Workshops | | | | | * Attended workshop on “Conflict Management**”** in Peshawar. * Attended Head workshop “Leadership Management” in Peshawar. * Attended workshop on “Training & Development’’ in Peshawar. | | |
| Achievements | | | | | * Awarded as Vice President of Excursion Society. * Awarded as Coordinator of Literary Society. * Awarded as Member of Organizing Society. | | |
|  | | | | | | | |
|  | | | | | | | |
| |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | | | | | | | | |