**MUHAMMAD NOUMAN**

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

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

 **Cell: 03339414214**

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| 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 |
| **DescriptionEmployer****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.
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| ****Computer Skills****  |
| * •
 |  | * Microsoft Office (Word, Excel, PowerPoint, Access).
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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),

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| Workshops | * Attended workshop on “Conflict Management**”** in Peshawar.
* Attended Head workshop “Leadership Management” in Peshawar.
* Attended workshop on “Training & Development’’ in Peshawar.
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| Achievements | * Awarded as Vice President of Excursion Society.
* Awarded as Coordinator of Literary Society.
* Awarded as Member of Organizing Society.
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