



SADDAM HUSSAIN



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PERSONAL PROFILE:

I am a self-motivated individual capable of achieving personal objectives as demonstrated by the successful completion of my degree and my commitment to work experience activities. I have the ability to solve problems and work under pressure whilst maintaining a high degree of accuracy. Working as part of a team, I am dedicated to achieving the team targets as well as supporting team members where necessary.

PERSONAL INFORMATION

CNIC No:	16101-2444539-3
Date of Birth:	23-3-1996
Domicile:	Mardan
Permanent address:	Thana Chowk Main Bazaar Katlang Mardan
Marital Status:	Married
Nationality:	Pakistani

Qualification

- BBA(Honr) 2019 from ABDUL WALI KHAN UNIVERSITY Mardan.
- FSC 2015 from FG INTER COLLEGE Mardan.
- Matric (Science Group, 2013) from BISE Mardan.

Computer Literacy

- Ms Office 2007 / 10 Professional XP, Windows 2000, XP, Windows 7.
- Ms Dos / Photo shop / Paint shop.
- Hardware / Software Installation / Local area Network
- Typing Speed (25.W.P.M)

CAREER HISTORY

Account Incharge

(Urban Poverty Alleviation Program/National Rural Support Program)

Responsibilities:

14 May, 2022 to Until Working

- Working as Accounts Incharge.
- Managing Forms of Borrowers(Appraisals)
- Cash Receive from Workers
- Making payments and Cheques
- Managing all the cheque processing
- Working on reports
- Bank reconciliation
- Managing Salaries, Allowances as per instruction of Head office

Internship

(Ihtesham Steel Mill PVT LTD Dargai)

Responsibilities:

1 Jun, 2018 to 31 Aug, 2018.

- Worked as Cashier.
- Dealing with Customer and clients.
- Managing all reports related to company system.
- Control the flow of cash.
- Dealing with other department accordingly.
- Making cash reports and daily cash and expense reports.

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Internship

(Perfect Tel Company PVT LTD)

During the training assigned me following tasks,

(3 Months)

- *Worked as Cashier.*
- *Dealing with Customer and clients.*
- *Managing all reports related to company system.*
- *Control the flow of cash.*
- *Dealing with other department accordingly.*
- *Making cash reports and daily cash and expense reports.*

Additional Expertise

- *Self-Decision*
- *Excel Solutions*

- *Business Communication*
- *Customer's Handling*

Languages

- *English*
- *Urdu*

- *Pashto*

Reference:

Reference will be furnished upon request...

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