

# CURRICULUM VITAE

## PERSONAL INFORMATION



MUHAMMAD SAJAWAL DAD (Gold Medalist)

 VPO Ahmadi Banda, Tehsil Banda Daud Shah, District Karak, KPK Pakistan

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**Sex** Male | **Date of birth** 28th/July/1997 | **Nationality** Pakistani

## CAREER OBJECTIVE

To contribute my skills to an organization that provides me a room for learning and grooming.

## EDUCATION

I graduated in 2021 from Kohat University of Science and Technology, Kohat. I have done Bachelors of Business Administration and my specialization is in Finance. I received Gold Medal for securing distinctive marks in my BBA batch of 2017-21.

2022-2024	MS Management Sciences (Finance) from Kohat University of Science and Technology, Kohat, Pakistan Enrolled in 2 <sup>nd</sup> Semester
2017-2021	Bachelor of Business Administration (Hons) Finance from Kohat University of Science and Technology, Kohat, Pakistan 3.89 CGPA out of 4.0 83.33%
2014-2016	Faculty of Science (Pre Eng) Fauji Foundation School and College, (BISE), Kohat, Pakistan. 763 marks out of 1100 69.36 %
2012-2014	Secondary School Certificate (SSC) Science Group from (BISE), Kohat, Pakistan 904 marks out of 1100 82.18%

## Experience

- **Un Paid Internship**

Job Description

### **Kohat University of Science and Technology Store Section |19<sup>th</sup> May 2021 to 19<sup>th</sup> July 2021 |**

- Daily Book keeping.
- USRD registration.
- Material receivable report making
- Inventory management and controlling
- Receiving requisition slips of stock from different departments and sections
- Allotment of inventory to departments and section.
- Physical verification of inventory.

- **Un Paid Internship**

Job Description

### **Grownix PVT LTD Islamabad, Pakistan |1<sup>st</sup> jan 2021 to 26<sup>th</sup> Feb, 2021|**

- Customer relationship management
- Daily report making
- Company account management
- Sales invoice making
- Record, Manage and Preserve Monitoring and Evaluation data in a safe and accessible way
- Participate actively in Program planning process and budgeting of the program equality and fundraising unit

## ACIEVEMENTS

- High Distinction ( Gold Medalist )
- President of IBS Welfare Society
- Achieved 1<sup>ST</sup> position in QUIZ on Iqbal Day in inter Departmental Competition in KUST.
- 1st position in Business Idea competition organized by CECD KUST
- Achieved 1<sup>ST</sup> position in QUIZ (SSC)
- Volunteer Head in young peace and development corps KUST chapter
- Executive member of center for entrepreneurship and culture Development KUST.

## **HONORS AND ADDITIONAL QUALITIES**

- BBA Hons highest GPA holder during the entire Four years of education at Kohat University of Science and Technology, Kohat.
- Remained class representative for the entire eight semesters of BBA honors to assist teachers and students in the conduct of lecture and allied academic activities, such as arranging paperwork, class rescheduling of missed classes and maintaining class room orderliness and discipline.

### **Organizational/ Managerial skills**

- A demonstrated record of achievement, management, and responsibility.
- Ability to institute creative improvements that allow for more efficient managing of workflow.
- Delivered highly motivated and effective performance in all area of management

### **Computer Skills**

- Proficient with the entire Micro Office Suite, Knowledgeable about a variety of online research resources and familiar with both Mac and PC formats.

### **Personal Skills**

- Practical: Inclined or suited to useful action, rather than speculation
- Organized: Place things in working order
- Hardworking: Done with energy, industrious.
- Cooperative: Work well with others
- Broad-minded: Being tolerant or liberal in thought or opinion.

### **Reference**

Dr. Wisal Ahmad  
Director Institute of Business Studies,  
Kohat University of Science and Technology, Kohat, Pakistan.  
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