



Yasir Alam

Gold Medalist /
Academic Executive

Contact



+92-313-9597182 (WhatsApp)
+92-3479057558



yasiralam124@hotmail.com



www.linkedin.com/in/yasir-z-alam



Education

Basters Of Business Administration (Finance)

IMSCIENCES, Peshawar
(2021-2024)

Bachelor Of Business Administration (Finance)

CECOS UNIVERSITY OF IT AND
EMERGING SCIENCES, Peshawar
(2017 - 2021)



Skill

- Management Skills
- Problem Solving
- Analytical Skills
- Critical Thinking
- Communication Skills
- MS Office
- SPSS, E-Views, Python
- Canva



Certifications

Google Project Management | Coursera
February 2024 - Present

Profile

As a Business graduate with the distinction of Gold Medal with previous and current experience in both Administration and Finance I am currently looking for a role at a well known organization that can help me that can help me use my skills in an effective manner and help me to improve my skills.

Work Experience

June 2022- Present

CECOS College London | CECOS University. Hayatabad, Peshawar

Academic Executive (Remote)

- Overseeing the administrative and Academic activities in remote capacity,
- Ensuring that all administrative and academic activities are aligned with the guidelines provided by affiliated bodies,
- Managing Moodle learning platform for smooth learning experience, Documentation and reporting to top management.

August 2021 - June 2022

M3 Custom Homes | Abdara Road., Peshawar

Admin Manager & Office Executive (Finance)

- Responsible for managing the Admin staff and supporting sales staff in their operations.
- Responsible for creating sale vouchers.
- Managing office inventory.
- Supporting CFO in daily financial operations
- Managing client details. Answering client queries

June 2021 - August 2021

Askari Bank | Cantt Road., Peshawar

Bank Internee

- Served as a part of different departments including.
- Account Opening, Bill & Remittances, Clearing.
- Accounts, and Account Opening department.
- Supported the heads of departments on their regular tasks

October 2020 - January 2021

M3 Custom Homes | Abdara Road , Peshawar

Intern (Finance & Sales)

- Supporting CFO and Director Of Operations in regular operations.
- Contacting the leads on a regular basis to ensure sales.
- Making Sales pitch to clients.

Awards

Dec 2021 | CECOS UNIVERSITY

Gold Medal and cash award for best Academic performance

November 2021 | IMSCIENCES
Peshawar

Merit Scholarship In MBA

May 2022 | M3 Custom Homes
Homes

Best Employee Of The Year 2021-22

June 2019 – September 2019

CECOS UNIVERSITY OF IT AND EMERGING SCIENCES | Phase 6,
Hayatabad., Peshawar

Intern (Admission And Media Cell)

Responsible for managing the Admin staff and supporting sales staff in their operations, Responsible for creating sale vouchers, Managing office inventory. Supporting CFO in daily financial operations, Managing client details. Answering client queries

Reference

Mr. Moeed Malik

CECOS College London. / Team Lead

Phone: +92-310-5863571

Email : Moeed@cecos.ac.uk

Mr. Kamran Haider

M3 Custom Homes. / CFO

Phone: +92-300-9595347

Email : kamran@m3homes.com

Dr. Muhammad Aleem

CECOS University. /
Chairman Department Of Management
Sciences

Phone: +92-335-9191041

Email : Aleem@cecos.edu.pk