

Muhammad Muneeb Afridi

Objective:

A highly motivated and hardworking individual looking for a responsible role in a reputable organization.

Personal Profile :

Father's Name : Rehmat Ullah jan
Nationality : Pakistani
C.N.I.C : 17301-5185684-3
Date of Birth : 20-03-2000
Marital Status : Single
Domicile : Peshawar
Email : muneebafridi0@gmail.com
Gender : Male
Religion : Islam
Cell # : 0332-9632594
Residential Address : Bilal lane arbab road university town house no 109 Peshawar

Edu. Qualification:

<u>Certificate/Degree</u>	<u>Session</u>	<u>Board/ University</u>
BBA	2019-2023	University of Peshawar
H.S.S.C	2017	Peshawar board
S.S.C	2019	BISE Peshawar

Computer Skills:

- MS Office and Excel full command and full operation
- Typing
- Windows operation Every Thing Learned
- Adobe Photoshop designing

Communication Skills:

Well command of Speaking, Reading, Writing & Understanding English, Urdu, Pashto,

Working Experience:

(1)

Organization : BANK OF KHYBER

Designation : Internee

Location : (KPK)

Duration : 2 months Internship in BOK (From 2023 Nov to 2024 Jan)

(2)

Organization : BANK OF KHYBER

Designation : (Paid Internship) Project of FC Accounts

Location : (KPK)

Duration : 6 months Internship in BOK (From 2024 1st Apr to 2024 30 Sep)

Responsibilities:

- Work in account and finance sector
- Working as marketing
- Dealing with customers
- Managing banking software account opening, data feeding
- T24 software management

Other Experience:

- Worked in Teleport pvt company as a Operational Manager from 1st May to 30 June 2023
- Worked in Polio from 8 April to 20 April as a polio drops supplier to kids

Interest & Hobbies:

- Challengeable Jobs
- To Improve My Skills

Other Skills:

- Computer skills
- Sales and marketing
- Critical thinker.
- Have skills to make relation inside and outside the organization.

Additional courses:

- Typing course

- Ms word and excell