

Muhammad Rizwan

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A team Player with excellent communication skills and academic qualifications, who has a degree in **Master of Business Administration (MBA)** .Seeking a challenging and innovative position in a firm that will maximize the opportunities for me to implement my skill set and knowledge as well as use my capabilities in the best way possible so that I can enrich my skills and aid the development of the firm I work with".



Skills

- Accounting
- Financial Management
- Investment
- Risk Management
- Bookkeeping
- Communication
- Leadership
- Customer Service
- Time Management
- Dedicated team player



Work History

2020-10- **Internee (Internship Training)**
2020-11- **Bank Al-Falah Islamic**

- Engages in assigned training project
- Account opening
- Clearing and remittances
- Trade and SMEs (Small and Medium Enterprises)
- Assisted in operation activities

2020-02
Till date **Assistant and Investment Advisor (Real estate)**
Ittemad Builders And Developers

- Educate client about the projects
- Determine the risk tolerance of clients
- Maintain proper documentation of investment
- Maintain an up-to-date knowledge of investment products.



Educations

2022-
2020

Master of Business Administration (MBA) Finance
Result (3.31 GPA)

University of Peshawar

Relevant Coursework: Business Administration, International Finance Management, project Management, Corporate Finance, FRM, Islamic Financial System

2016-
2020

Bachelor of Business Administration (BBA Hons) Finance
Result (3.57 GPA)

Islamia College University Peshawar

2011-
2013

Intermediate
Result (80 %)

Peshawar Model Degree College Peshawar

2010-
2011

Matriculation
Result (81 %)

Qurtuba Public School Hayatabad, Peshawar



Additional Information

Interest

Reading
Hiking
Outdoor Sports
Soccer
Swimming

Area of Expertise

Adaptability & Flexibility
Attention to Detail
Excellent Communication



Languages

Pashto – Native
English – Full Proficiency
Urdu – Full Proficiency

Technical Skills

MS WORD
MS EXCEL
MS POWERPOINT



Certifications

May-
2020

Financial Literacy Training Program

By: National Financial Literacy Program for Youth

