

Muhammad Shafiq

Cell 0333-9016446

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Personal Information



Present Address

House No. 50/5, Rafiqi
Camp, Air Headquarters,
PAF base,
Peshawar.

Permanent Address

Taimur Town, Gulshan
colony, Fort road,
Dera Ismail Khan.

Date of Birth

December 04, 1985

Father's Name

Muhammad Ajmal

Marital Status

Married

Nationality

Pakistani

CNIC#

12101-0796127-5

Languages

English
Urdu
Pashto
Sarieki

Objective

Seeking a challenging growth oriented position in a reputable and progressive organization that offers a dynamic environment, a stable career path and opportunity to apply my qualification to the fullest and prove my skills.

Professional Summary

4 years Professional Experience in different Organizations

Organization	Designation	From	To
IBMS	Lecturer (HRM)	September 2011	To Date
PRSP (NGO)	Trainer & Social Organizer	December 2010	September 2011
United Bank	Supervisor	September 2009	November 2010

Academic Qualification

Degree	Institution / Board	CGPA
MS	Institute of Business and Management Sciences	In-progress
MBA	International Islamic University Islamabad	3.13
B.Com	Qurtuba University, D. I. Khan	3.67

Experience

- Institute of Business and Management Sciences**
Responsibilities:
 - Teaching
 - Supervision of students
- Punjab Rural Support Program, Multan Region**
Responsibilities:
 - Training the community resource persons of the region
 - Mobilizing the community for health and hygiene practices
- United Bank Limited IDPs Project, D. I. Khan**
Responsibilities:
 - Issuance of ATM cards to IDPs
 - Cash disbursement through POS machine to IDPs
 - Representing the Grievance cell
 - Maintaining the record of ATM cards

Achievement

- **Gold Medal** in B.Com
- 1st division throughout the academics

Professional Skills

- Command on HRIS naming manager Assistant
- Command on **Tally** and **Peach-tree** Accounting soft wares.
- End User Computing course from International Islamic University, Islamabad.