

Muhammad Atif Mushtaq

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Address: 398 II B-2 Township Lahore, Punjab, Pakistan



CAREER OBJECTIVES:

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

EDUCATION:

M.Com: Superior College and University.
B.Com: University of the Punjab, Lahore.
Faculty of Commerce: Board of Intermediate and Secondary Education, Lahore.
Matriculation (Science): Board of Intermediate and Secondary Education, Lahore.

EXPERIENCE:

Currently Working in "Deeds Academy" as a math & commerce teacher and control all the management and staff.

Assistant Account Officer & Policy writer "THE CO-OPERATIVE INSURANCE SOCIETY OF PAKISTAN LTD (HEAD OFFICE) LAHORE" from 1st July 2016 to Nov 2018.

Six Months working in "Care Cosmetics Company" as a order taker.

TECHNICAL SKILLS:

Microsoft Word, Excel, PowerPoint, Microsoft Windows and Microsoft Office
Computer Hardware
Windows Installation
Internet surfing & browsing
Installation of operating systems
Driver Detecting and installation.

RESPONSIBILITIES:

Prepare annual company accounts and reports.
Prepare the PSID of (PRA, SRB, KPK and FBR).
Performed general office duties and administrative tasks.
Installation and configuration of Network Devices e.g.: Printers, Scanners, and Routers.
Install and managing different types of Internet connectivity.
Web management, Hosting Emailing etc.

ACHIEVEMENTS:

Received prize on professional dress code throughout my educational carrier.
Studied at school on merit scholarship.
Won quiz competition organized by Jinnah Islamia College.
Nominated as a class representative at school and college due to good management skills.
Runner up in Cricket tournament held by Superior Sports & won silver Medal 2016.
Won Gold Medal in Cricket tournament held by Superior Sports & Festival in 2017.

INTERESTS:

Cricket
Tourism

Fitness & Exercise
Outing with Friends

Badminton
Participation in seminars

LANGUAGES

Urdu (native)

English (Fair)

Punjabi (native)

PERSONAL INFORMATION:

Father's name: Mushtaq Ahmad
Date of Birth: November 09, 1993
Nationality: Pakistani
NIC #: 35202-8084446-1
Marital Status: Married
Place of Birth: Lahore
Religion: Islam

REFERENCES:

Will be provided on demand.