

## Objectives

Believe in professionalism, team work and commitment and always striving for improvement. Seeking a challenging position in growing organization where acquired skills and development in truly multi-national and multi-cultural environment.

## Work History

### KPOGCL Peshawar

1<sup>st</sup> Apr 2022 — 31<sup>st</sup> May 2022

#### Internship

- Performed general office duties and administrative tasks.
- HR/Finance Department
- Managed the internal and external mail functions.

### PCSIR LAB COMPLEX PESHAWAR

21<sup>st</sup> Aug 2014 — 20 Aug 2015

#### Internship

- General Journal
- Ledger Account
- Cash Book
- Budgeting
- Reconciliation preparation of Pension Cases Auditing of Supplier Bills Employees' Salaries



## MUHAMMAD MEHTAB ALAM

### Contact

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mmalam693@gmail.com

#### Address:

Moh. Akazai, Lowara Hujra,  
Tehkal Bala, Peshawar

#### Domicile:

Peshawar

#### Date of Birth:

26 – March - 1994

#### CNIC:

17301 - 4928684 – 5

#### Father's Name:

ALAM ZEB

#### Religion:

Islam

#### Marital Status:

Single

#### Gender:

Male

### Skills

MS Office, Power Point,  
MS Excel,  
Sending Receiving Emails

### Languages

Urdu, English, Pashto

## Education

**MBA 3.5 Equivalent to MS/M.Phil.:** 2019

Finance

The University of Agriculture Peshawar

CGPA 3.31/4.00

**B. Com:** 2014

Accounting & Commerce

University of Peshawar

790/1400

**D. Com:** 2012

Accounting & Commerce

BTE KPK Peshawar

747/1200

**Matric:** 2010

Science

BISE Peshawar

630/1050

**DIT:** 2018

Information Technology

BTE KPK Peshawar

1167/1400

## References

### Mr. Muhammad Yousaf Ali

Lecturer in University College for Boys, University of Peshawar.

Contact: 0308 5900448

### Muhammad Aftab Alam

Office Assistant in Agriculture University of Peshawar.

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