



## Personal Information

**Bachelor Of Science in BANKING & FINANCE AWKUM**



Mohalla: Namdar kheil, Village: Gaju Kheil,  
P/O: Nizampur, Tehsil & District: Nowshera  
Khyber Pakhtunkhwa



[KhattakmuhammadUzair@gmail.com](mailto:KhattakmuhammadUzair@gmail.com)



+92 302 56 87 745

## Statement

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To acquire a position in well reputed organization that affords me an opportunity to apply my academic knowledge and problem-solving skills in innovative manner for its development and myself

## Education

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- B.S. Banking & Finance  
Abdul Wali khan University Mardan
- H.S.S.C. (F. Sc Pre-Medical) [2013-2014]  
HIMS Degree College Peshawar (B.I.S.E. Peshawar Khyber Pakhtunkhwa)  
**Percentage 67.36 %**
- S.S.C. (Matriculation) [2012]  
Al-Asar Public School Nizampur, Nowshera (B.I.S.E. Mardan Khyber Pakhtunkhwa)  
**Percentage 71.42%**

## Major Courses

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### *B.S. Courses*

- Statistics
- Micro –Economics
- Cost Accounting
- Marketing
- Macro-Economics
- Human Resource Management
- Banking Law & Practice
- Fundamental of Accounting

## B.S. Semester Projects

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- Semester project on marketing of new products
- Studying the functionality and structure of State Bank of Pakistan

## Experience

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- **Biology teacher: SSC Level**
  - Function:
    - Taught full course for class 9<sup>th</sup> and 10<sup>th</sup>
    - Exam preparations for students
    - Students management incharge
- **Treasurer at debating society AWKUM**
  - Function:
    - Look after financial aspects of debating society
    - Arrangement of funds for various activities of society
    - Looking and dealing with potential sponsor of society
- **Welcome Party Organizer**
  - Function:
    - Booking of place for party, finalizing all financial deals
    - Estimation and Arrangement of required funding
- Work in UNESA Company limited Akora Khattak
  - Employees in charge and finance management
- Work in NRSP RPSF Project as an account assistant at District Mianwali Tehsil Isakhel
  - Account, Employees record, employee management , office management, salary distribution, etc.

## Technical Skills

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- Microsoft Office
  - MS word, MS excel, MS PowerPoint
- Photoshop
- Drawing and sketching
- Photo and video editing

## Interests

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- Sales and Purchase
- Financial Analysis
- Office Management
- Administration

## Extra Skills/Hobbies

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- Excellent Communication Skills
- Painting
- Cricket
- Social Media Activist

## Membership/Leadership

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- Senior member Literary and Debating Society AWKUM
- Member Computer Society
- Department of Management (BS B&F) Cricket team, member, AWKUM

## Language

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- English
- Urdu
- Pashto (Native)