

Curriculum Vitae

MUHAMMAD UZAIR JAMAL

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OBJECTIVE

To enter in a challenging environment providing my best services & take part in the growth & benefit of the organization so that I will be able to develop a successful career using optimum blend of knowledge & skills.

PERSONAL INFORMATION

- Name : Muhammad Uzair Jamal
- Father's Name : Muhammad Jamal
- Gender : Male
- Date of Birth : 11th June 1999
- Nationality : Pakistani
- CNIC No : 17301-3463312-9
- Domicile : Peshawar
- Religion : Islam
- Marital Status : Single

ACADEMIC QUALIFICATION

DEGREE/CERTIFICATE	YEAR/SESSION	BOARD / UNIVERSITY
Matric (Science)	2014	B.I.S.E. Peshawar
D.Com (Accounts)	2016	KP B.T.E Peshawar
Diploma of Information Technology	2018	KP B.T.E Peshawar
B.Com (Accounting and Finance)	2018	University of Peshawar
MBA (Finance 3.5 Years)	2018-2023	University of Peshawar

SKILL HIGHLIGHTS

- Recruitment
- Data Management
- Customer Relationship Management
- Government Procurement KPPRA rules 2014
- QuickBooks
- Bookkeeping
- MS Excel
- MS Word
- Supply Chain Management

JOB EXPERIENCE

- **Recruitment Executive** | MBE Services | 2nd January 2023 – 27 June 2023
 - Managing and Executing various tasks related to the operation of a job portal.
 - Communicating with clients to understand their hiring needs
 - Assisting them in drafting job descriptions
 - Posting jobs on various job boards and social media networks



- Track and identify prospective candidates using variety of channels
- Accessing candidates to ensure they match clients hiring requirements
- Reviewing and Manage applications
- Analyzing job portal data and generating reports to identify areas of improvement and make data driven recommendations for optimizing the job portal performance.
- **Relationship Manager** | JS Bank Ltd. Ring Road Branch Peshawar | 26 Sep 2022 – 31 Dec 2022
 - To drive and manage the execution of sales strategy and customer acquisition process in order to meet, exceed portfolio growth and cross sell targets.
 - Deposit mobilization & NTB account opening.
- **Procurement Officer (Accounts HQ)** | Directorate General of Sports KP | 1st Nov 2019 – 31 Aug 2022
 - Engaged in complete tender procedure.
 - Drafting tender notice advertisement.
 - Preparation of tender documents.
 - Documentation for technical and financial bids opening.
 - Drafting Minutes of Meeting.
 - Evaluation of technical and financial bids according to the criteria of KPPRA rules 2014.
 - Making work order.
 - To manage, organize and maintaining the database of 1200 medal winner players monthly stipend.
 - Maintaining the cash book.
 - Maintaining and keeping all records properly.
 - Compile and Conclude the answer in order to RTI requests
- **Assistant Manager** | Resource Management Development Group | 2nd March 2018 – 30 Oct 2019
 - Managing all official activities.
 - Coordination with clients.
 - Recovering of Payments.
 - Market related work.
 - Picking and Delivering goods.
 - Collecting and Submitting documents.
 - Organizing the office workflow.
 - Financial records keeping and maintaining the files.
- **Jr. Accountant** | Pak Khyber Traders | 1st March 2017 – 31st Jan 2018
 - Assists senior accountants with all financial operations.
 - Compile weekly and monthly financial statements and reports.
 - Prepare and analyze balance sheet and Profit & Loss Statement.
 - Makes journal entries.
 - Manage accounts payables and receivables.



■ ■ LANGUAGES

- English
- Urdu
- Pashto

■ ■ HOBBIES

- Traveling
- Learning
- Volunteer work
- Physical fitness
- Playing Badminton
- Playing Chess
- Swimming Seasonally

■ ■ REFERENCES

- Available on request

