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|  |  | Muhammad ilyas |
| OBJECTIVE Positions, which con hone up my skills, invigorate on urge to perform and achieve goals keeping in mind the aesthetics of Professionalism. A job thot allow me for greater achievements and which would Newly apply my professional Personal information Father Name: Muhammad Dilbar  CNIC #: 54400-3952909-1  D.O.B: 12 - Feb -1993 Contact PHONE:  +92-347-8584867 ADDRESS House No. 10-5/7 Madina Colony  Joint Road Quetta.  EMAIL:  [Ilyaskhanyousafzai4@gmail.com](mailto:Ilyaskhanyousafzai4@gmail.com) Hobbies Studying Books  Playing Cricket languages English  Urdu  Pashto |  | EDUCATIONMBA Banking & Finance 2023  BUITEMS Bachelors in Computer 2014  University of Balochistan F.Sc 2012  BBISE, Quetta. Matriculation 2010  BBISE, Quetta. WORK EXPERIENCEAccounts Officer: **New Shan Enterprises Pharmaceutical**  **2019 – 2023**  To keep and update with the daily basis of financial accounts of firm. Maintaining records giving follow up reports to managing director and coordinators while updating about daily activities. Computer Operator **New Shan Enterprises Pharmaceutical**  **2015 – 2018**  Worked and teamed about Basle 8onklng working. Generated and maintaining records (filling and updates on specimen signatures).  Keep daily activity record on excel sheets on daily basis **SKILLS**  * Computer proficiency. * Leadership experience. * Communication skills. * People skills. * Organization know-how. * Problem solving abilities. |