



AAMIR SHAHZAD

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A: Chaudhary Park Tehsil Shahpur Saddar Dist. Sargodha

PERSONAL INFO

Father Name: Muhammad Ramzan

Date of birth: 10/April/1997

Nationality: Pakistani

Domicile Dist.: Sargodha

Religion: Islam

Gender: Male

Marital Status: Single

Place of Birth: Shahpur Saddar

SKILLS

Leadership: Experienced

Innovation: Expert

Competence: Expert

Management: Expert

Presentation: Experienced

LANGUAGES

English: Fluent

Urdu: Native

Punjabi: Native

Objectives:

I am eagerly looking forward to work alongside the experienced members of the organization and use the opportunity to gain knowledge and experience in the relative field. A bonus would be the chance to apply my knowledge of the field to practical experiences as means to make progress in terms of my career and at the same time, to benefit the organization to the fullest of my aptitude

EDUCATION:

- Master's in Business Administration (**MBA**) | University of Sargodha, Sargodha.
2018 – 2022
- Bachelor's in Science (**BSc**) | University of Sargodha, Sargodha.
2016 – 2018
Double Math Physics.
- Intermediate (**FSc**) | BISE- Sargodha
2013 – 2015
Pre-Engineering
- Matriculation (**Science**) | BISE- Sargodha
2011 – 2013
Computer Science

EXPERIANCE: (1 year)

Company name: Subhan Food Industries

Job Location: Karachi, Pakistan

Job title: Accounts Assistant & FIS Management

Duties & Responsibilities: To work as a part of team and direction accordingly.

Worked on

- Accounting & sale's software.
- Maintaining accuracy level.
- Preparing statutory accounts
- Ensuring payment, amounts & records are correct.

Worked with

- Spreadsheets, sales & purchase ledgers and journals.
- Recording & filling cash transactions
- Updating & managing procedural documentation
- Managing company's FIS (Financial Information System)
- Working on sales software and public administration Return system management

Other Certificates

- Quick Books
- Graphic Design
- E-commerce
- Freelancing

Skills

- Financial Trading (forex-commodities-stocks)
- Typing
- AI & Photoshop
- Quick Books

➤ References will be provided on demand.

