



## **HAMZA SHAHID**

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Cell : +92-346-8335589

### **CAREER OBJECTIVE:**

Acquire a key position in a reputable Organization.

### **PROFESSIONAL QUALIFICATION:**

MBA (Finance) : NUML Quetta  
B. Com : Chiltan collage of business and commerce Quetta  
D.Com : Chiltan collage of business and commerce Quetta  
Metric (Science) : Baluchistan Board

### **HIGHLIGHTS OF PROFESSIONAL SKILLS:**

- Able to represent an organization with professional appearance and manner.
- Skilled in prioritizing assignment to complete work in a timely manner.
- Creative, innovative and have a strong commitment with works
- Enthusiastic and quick learner.
- Proven effectiveness in coordinating and teamwork.
- Productive and responsible willing to team and handle any task given.

### **OTHER SKILLS:**

- TRAINING SKILLS
- COMMUNICATION SKILL
- RESEARCH SKILLS
- PRESENTATION
- REPORT WRITING

## **PROFESSIONAL EXPERIENCE**

Business Development officer  
Bank Al-Falah LTD

Double Road Branch  
Jan 2014 to June 2014

Accounts Associate  
Rahnuma F.P.A.P

Balochistan Region  
Apr 2015 to Apr 2018

Accounts & Admin Officer  
Beaconhouse School System

Quetta Campus Jinnah Town  
Apr-2018 to till to date

## **COMPUTER PROFICIENCY:**

- Disk Operating System (DOS)
- Microsoft Office
- Intern Net (E-mailing)
- ERP (Enterprise Resource Program)
- BEAMS

## **PERSONAL DETAILS:**

Father's Name : Shahid Ali Siddique  
Date of Birth : 4<sup>th</sup> September 1992  
Place of Birth : Quetta  
CNIC : 54400-9255536-3  
Marital Status : Married  
Religion : Islam

## **HOBBIES:**

- Playing Cricket
- Traveling
- Watching Movies
- Social Get-togethers
- Listening to Music

## **REFERENCES:**

**Shell be provided if needed.**