



HURAIR AHMAD

RESUME



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OBJECTIVE & SUMMARY

Seeking a responsible and rewarding career in a prosperous growing Organization where educational background, ability and determination are considered valuable and to work in an environment, which is open, evolving, provides opportunities to explore my potential and provide my services to organization. A young, talented, energetic and competent guy with capability to work under pressure with good interpersonal communication skills and can adjust myself in any official environment.

PERSONAL INFORMATION:

Father Name : **Firdos Khan**
Date of Birth : 11-May-1992
CNIC # : 42201-0930051-1
Domicile : (KPK)
Gender : Male
Marital Status : Married
Religion : Islam
Nationality : Pakistani

DETAILS OF EDUCATIONAL CREDENTIALS

Degree / Certificate	Year	Board/ University
M.B.A (Finance)	2016-2018	Institute of Management Sciences Peshawar Pakistan
B.B.A (Finance)	2012-2015	Agriculture University Peshawar KPK Pakistan
F.Sc (Pre Engineering)	2010-2012	B.I.S.E Peshawar Pakistan
S.S.C (Science)	2009-2010	B.I.S.E Peshawar Pakistan

EXPERIENCE:

- Served as an Internee with the Zonal Account Manager in Finance Department of Water & Sanitation Services Peshawar Pakistan.
- Served as a Manager Finance in Motorway Express responsible for Managing the Book of Accounts.
- Served as a Lecturer of (Management Sciences) in NCS Peshawar Paksitan.

PERSONAL SKILLS:

- Initiative taking individual and committed team player.
- Strong communication and excellent presentation skills.
- Ability to collaborate with team as well as independently and have excellent leadership skills.
- Strong decision making and initiative taking approach to problem solving.
- Good analytical skills and ability to accept challenges.
- Excellent communication and presentation skills
- Hardworking, goal oriented & self-motivated
- Cooperative and mature personality
- Ability to work well as a team member

COMPUTER SKILLS:

- Ms Office (Word, Excel, Power Point)
- Managing Quick Books Accounts
- Operating and Implementing ERP Software
- Handy Communication & Presentation Skills

LANGUAGE SKILLS:

- Urdu Read, Write, Speak
- English Read, Write, Speak
- Pashto Speak

INTERESTS

- Traveling
- Exploring New Ideas
- Sports (Cricket)
- Documentaries
- Social Media

REFERENCES

- Will be provided on demand