Curriculum Vitae

**Personal Information**

**Muhammad Adnan**

D.O.B 21 Sep 1992

Add Shaheen Muslim Town Bostan Abad No 3 Chaman abad Peshawar.

Cell No 03469755397/ 0313 9643610

Domicile Peshawar

**Academic Information**

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| --- | --- | --- | --- |
| Degree | Major Subject | Institute | Mark / T.Marks / Division |
| M.A | International Relation | University of Peshawar | Result Awaited |
| B.Com | Commerce | Govt College of Mang. & Science Pesh. | 756 / 1400 / 2nd Division |
| D.Com | Commerce | Govt College of Mang. & Science Pesh. | 918 / 1200 / 1st Division |
| Metric | Science | Hira Cambridge High School Peshawar | 653 / 900 / 1st Division |

**Experience**

* **Serve as Account Assistant in Tribal Area Chamber of Commerce & Industry (TACCI) Khyber Pakhtunkhwa**

**Job Description:**

1. Report to Reporting officer on all financial and administrative affairs
2. Monthly written reports/feedback/update on financial and administrative matters
3. Meticulously carry out all the activities related to administration, accounts and finance
4. Be responsible for cash handling & in time disbursement to concerned officials
5. Be vigilant to avoid audit reservations / complications
6. Adopt cost-effective options
7. Maintain all the official activities and accounts records
8. Keep engagements record and reminders to the concerned officers
9. Assist Chief and his/her team in arrangements of workshops / seminars and trainings.
10. Maintenance of stationery and equipment etc.
11. Contact mechanics, electricians and suppliers when required.
12. Timely clearance of utility bills.
13. Be responsible for a constant supply of office requirements.

* **Office Assistant in Islamia Law College Peshawar**

**Job Description:**

1. Typing reports/papers/documents for the concerned officer
2. Preparing Meeting Schedule for Concerned officer
3. Making Calls
4. Diary dispatched
5. Drafting
6. Produce any other task assigned by concerned officer.

* **Record keeping/ Clerk in Federation of Pakistan Chamber of commerce & Industry (FPCCI)**

**Job Description**

1. To maintain office record of office.
2. To maintain diary and dispatch work / fax.
3. Any other duty assigned. He will work with/under Administrative officers

**Achievements**

* *Certificate in Export & Imports awarded by M/o Trade & Commerce*