

# Curriculum Vitae



**MUHAMMAD ASIF**

**CELL #: 0304-8436878**

Permanent Address: KILLI PIRALIZAI TEHSIL & DISTRICT KILLA ABDULLAH

## Career Objective

*Looking for exciting and challenging career a healthy environment where my education and enter personal abilities should be utilized to the fullest.*

## Personal Information

**Father's Name** : Ghulam Sarwar  
**Date of Birth** : 16-08-1997  
**Nationality** : Pakistani  
**Local /Domicile** : Local District Killa Abdullah  
**CNIC** : 54203-7444720-9  
**Email** : [muhammadasif030484@gmail.com](mailto:muhammadasif030484@gmail.com)  
**Address** : Killi Piralizai Tehsil and District Killa Abdullah.  
**Postal Address** : Teacher Colony # 2 last bus stop nawa killi Quetta.

## Qualification

DEGREE	YEAR	DIVISION	BOARD
Matric	2003	2 <sup>nd</sup>	Balochistan Board
F.A	2016	1 <sup>st</sup>	Baluchistan Board
B.A	2019	2 <sup>nd</sup>	University of Baluchistan

## Skills

- A strong understanding of financial concepts, including banking products, investment options, interest rates, and basic accounting principles.
- Excellent interpersonal and communication skills to assist customers in a professional and friendly manner, addressing their inquiries and resolving issues effectively.
- The ability to analyze financial data, assess creditworthiness, identify trends, and make informed decisions.
- Precision is crucial when dealing with financial transactions, records, and compliance regulations.
- Strong mathematical skills for accurate handling of cash, balancing accounts, and performing calculations.
- Understanding of risk assessment and risk management strategies to protect the bank's assets and investments.

- Ability to identify opportunities for selling banking products and services to customers based on their needs and preferences.
- Collaboration with colleagues across various departments to ensure smooth operations and the best customer experience.
- Efficiently handling multiple tasks and prioritizing responsibilities to meet deadlines and maintain optimal customer service.
- The banking industry is subject to changes in technology, regulations, and market conditions. Being adaptable to change is crucial.

## Languages

Read	Write	Speak	Understand	Typing
<b>English</b>				
Easily	Easily	Easily	Easily	(70 WPM)
<b>Urdu</b>				
Easily	Easily	Easily	Easily	(50 WPM)
<b>Pashto</b>				
Easily	Easily	Easily	Easily	(30 WPM)

## Experience

- 1.5 Years experience as **Finance Assistant in Education Support Program** Funded by **UNICEF** which works on the Development of Schools and communities at District Killa Abdullah and Chaman.
- 2 Years Experience as **Finance officer** with **Abdul Ghaffar & sons' company** at Quetta which works on different construction Projects.
- 1 Year Experience as a **Data Entry Operator** in Islamic relief Pakistan on Food and cash project killa Abdullah.
- ! Year Experience as Data Entry Operator with PPHI B in IRC Funded Project GFFO Project Killa Abdullah.
- 2 Years Experience as a **Teacher** in Private School Teacher Colony **Quetta**.

## Reference:

Shah Jahan Khan

District Program manager Education Support Program Killa Abdullah & Chaman

Email [shahjahank098@gmail.com](mailto:shahjahank098@gmail.com)

Cell:-03009003118

1. Abdul Manan khan

District Education Officer

Killa Abdullah

Email [manankhanpeer@gmail.com](mailto:manankhanpeer@gmail.com)

Cell: 0300-3875988