

Muzammil Mateen *Business Administrator*

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📍 Islamabad, Pakistan

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Education

2020/09 – present
Islamabad **Bachelors In Businesses Administration**
Quaid-I-Azam University
Majors In Finance

2019 **Intermediate**
Qurtuba University.&College

2017 **Matriculation**
Al-Hira College.&School

Professional Experience

2023/07 – 2023/09
Islamabad **Planning Intern**
Ministry of Planning Development and Special Initiatives
Learning roles of PC's.
Working of Planning Commission.
PSDP manual creation and policy making.
Roles of all sections in professional working.

2022/07 – 2022/09
Islamabad **Operations Intern**
Summit Bank Limited
Assisting operations manager in activities.
CSR and account opening.
Cash handling and reporting.
Investment Management

2021/07 – 2021/08
DIKhan **Intern**
Lucky Cement Limited
Worked in logistics department.
Look after daily transactions and report.
Using SAP for logistics management.

Skills

SPSS	● ● ● ● ●	MS Office	● ● ● ● ●
MS Power BI	● ● ● ● ●	SAP and Double entry accounting	● ● ● ● ●