



MUHAMMAD ZAKIR

Contact Info

03360152438

mzakir250910@gmail.com

<http://www.linkedin.com/in/muhammad-zakir-6107b9201>

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Islamabad, Pakistan

Economics & Finance graduate with a passion for sustainability, seeking an FINANCE & Administration role. My SAP FICO internship at PTCL ISLAMABAD equipped me with deep SAP FICO knowledge, and my IMF Green Finance certificate shows my dedication to eco-friendly practices. I am Confident that my financial skills, and passion for sustainability make me a valuable asset to your team, Im ready to learn, grow, and contribute to your success

Academics

Title	Institute	Score	Date
ECONOMICS AND FINANCE	International Islamic University, ISLAMABAD	3.5 CGPA	2024

Certifications

Title	Authority	Date
SAP BUSINESS 1 ERP	E HUNAR (HEC)	Starting December 2023
Humanitarian Financing	UNICEF	Starting November 2023
The Finance of Climate Change	EDHEC Business School	Starting July 2023
Macroeconomics of Climate Change: Green Public Finance	INTERNATIONAL MONETRY FUND	Starting July 2023

Experience Less than 1 Year

Company	Designation	Duration	
PTCL	FINANCE INTREN(SAP FICO)	Jan 2024 - Feb 2024	1 month
ROOMY SIGNATURE HOTELS	ACCOUNTS INTREN	Jun 2023 - Aug 2023	2 months

Work History

PTCL Jan 2024 - Feb 2024 (1 month)

SAP FICO INTREN Islamabad, Pakistan

- **SAP FICO:** Proficient in using SAP FICO module for financial accounting and controlling tasks.
- **Master Data Management:** Created company codes, vendor and customer accounts, and business partners in SAP FICO.
- Posted General Ledger entries, bank transactions, and managed house banks in SAP.

ROOMY SIGNATURE HOTELS Jun 2023 - Aug 2023 (2 months)

ACCOUNTS INTREN Islamabad, Pakistan

- Processed invoices and payments using QuickBooks .
- Maintained accurate financial records.
- Analyzed financial data in Excel for various purposes (e.g., trends, budgeting, forecasting)

Leadership Skill

Class representative & Administrative Support

- Class representative (Econ& Finance) ; managing records organizing online meeting,&coordinating international student support
- Initiative & Solutions: Proactively addressed student concerns, organized study seminar, &managed events
- Tech- Savvy ; Proficient inMS Office & online tools, ensuring smooth communication & administrative support