



Muhammad Afaq

Business and Management Graduate

Contact

- 0570346347
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- Jazan, Saudi Arabia

Skills

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

Languages

- English
- Arabic
- Urdu

Hobbies

- Book Reading
- Puzzles Solving
- Badminton and Cricket

About Me

I am a dedicated and result-oriented professional with a background in Business Administration and Accounting & Finance. I possess strong analytical and problem-solving skills, along with the ability to manage financial records, prepare reports, and ensure accuracy in transactions. My academic knowledge combined with practical exposure has enhanced my communication, teamwork, and decision-making abilities. With a keen interest in business operations and financial management, I aim to contribute effectively to the growth and success of the organization while continuously developing my professional skills.

Education

Bachelor of Business Administration (BBA) 2019 - 2023

Government College University, Faisalabad (GCUF)
Studied at: **Lahore College University of Arts, Science & New Technology (Affiliated Campus)**

During my BBA program, I developed a strong foundation in accounting, finance, and business management. My studies focused on subjects such as Financial Accounting, Business Statistics, Economics, and Management Principles. This academic background has enhanced my analytical, problem-solving, and decision-making abilities. Additionally, I gained practical exposure through assignments, presentations, and group projects which helped improve my teamwork and communication skills."

Faculty of Art's 2017 - 2019

Lahore Bise Board

Studied at: Government Degree Collage Sharaqpur sharif, Lahore
"I have successfully completed my Intermediate in Faculty of Arts (FA) from Government Degree College Sharaqpur Sharif, Lahore. This program allowed me to study a diverse range of humanities and social sciences subjects, which not only expanded my academic knowledge but also improved my critical thinking, communication, and problem-solving abilities. During this academic journey, I developed discipline, teamwork, and adaptability, which further strengthened my confidence and prepared me to take on higher education and professional challenges in the field of Business and Administration with a clear vision for the future."

Matriculation Science

Bise Board Lahore 2015 - 2017

Successfully completed Matriculation with a focus on Science subjects, building a strong foundation Mathematics, Physics, Chemistry, and Biology.



Certification / Achievement

Microsoft Office

Proficient in Microsoft Office applications including Word, Excel, and PowerPoint. Skilled in creating professional documents, managing data through spreadsheets, and designing impactful presentations. Capable of using advanced Excel functions and formatting tools to improve efficiency.

Communication and Soft Skills

Proficient in Microsoft Office applications including Word, Excel, and PowerPoint. Skilled in creating professional documents, managing data through spreadsheets, and designing impactful presentations. Capable of using advanced Excel functions and formatting tools to improve efficiency.

Data analytics and Business Intelligence

Proficient in analyzing and interpreting data to support business decisions. Skilled in using tools such as Excel, Power BI, and SQL for data visualization, reporting, and performance tracking. Capable of identifying trends, generating insights, and presenting data-driven solutions to improve organizational efficiency.



Experience

Intern - Account's Department

Riaz Ahmad Co. - 2024 - 2025

Location: Sapphire Fiber limited, Raiwind Lahore

Completed internship in the Accounts Department at Sapphire Fiber Limited, Raiwind Road, Lahore, under the supervision of Riaz Ahmad & Co. (Chartered Accountants). Responsibilities included assisting with financial record management, supporting audit documentation, and performing data entry tasks. Gained valuable practical exposure to accounting procedures, audit processes, and financial reporting.

Fuel Coffee - Barista

Location: Harazat , Jeddah

"Provided high-quality customer service in a fast-paced coffee shop, managing orders and beverage preparation efficiently. Handled daily transactions and maintained a professional, welcoming environment for all guests."

Lubha - pizza point - Pizza Maker

Location: Fursan Island , Jazan

Prepared and baked a variety of pizzas following standard recipes and hygiene standards. Assisted in dough preparation, topping assembly, and kitchen cleaning. Provided quick customer service during busy hours.



Professional Project

Business Analysis on GTR Tyre Conducted a detailed academic project on GTR Tyre, focusing on business operations, market analysis, and financial performance. The project involved studying industry trends, analyzing company strategies, and preparing a comprehensive report with recommendations for improving competitiveness. This enhanced skills in research, data analysis, and professional report writing.



Reference

- Available Upon Request