



MUHAMMAD ARIF

Contact

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Date of birth

03-04-1998

E mail

arifsweetto768@gmail.com

Address

Kohat Road Ghari Qamar
Din Achar Road javid
Abad Peshawar.

Nationality

Pakistan

N.I.C No

17301-2714211-9

Domicile

Peshawar

Passport No

HH1982111

Passport Exp.

12- FEB- 2023

Merital Status

Married

Religion

Islam

Language

- English
- Urdu
- Pashto

Hobbies

- Keeping-Fit Gym
- Listening music
- Internet Surfing
- Cricket
- Reading
- Socializing with Friends & Family

Objective

Seeking a challenging growth oriented position in a reputable and progressive academy that offers a challenging and dynamic environment that grooms my abilities, to contribute towards the development of the institution and society, and to become a successful result oriented person to asset of an organization.

Work Experience

Duration: 2 years

Managed financial records, prepared and analyzed financial statements, processed payroll, handled accounts payable and receivable, and ensured compliance with financial regulations.
Teacher at Racine School Peshawar (Peshawar, Pakistan).

Duration: 2 years

Conducted classroom instruction, developed lesson plans, assessed student progress, provided individualized assistance, and participated in parent-teacher conferences.
Computer Operator at Private Company Interlink (Peshawar, Pakistan).

Duration: 3 years

Operated computer systems, processed data and information, maintained records and databases, and provided technical support to staff.

Duration: 5 years

5 years experience as Accountant In Peshawar international Public School

Duration: 2 years

2 years experience as Data entry Operator in private companies

LTV Licence

License No 10010039625

Date of issue 17 Jul 2023

Date of expiry 16 Jan 2024

Additional Skills

- Basic Guard Training (NSI).
- Briefing, alerting & giving duty order to guards.
- Searching procedures (Individual, Vehicles and baggage's).
- CC TV operating & monitoring.
- Making Duty chart, Incident report, Daily log and all related office works.
- Operating security equipments and experienced in Radio communication.

Education

Diploma in Information Technology

BTE Peshawar.

Bachelor of Arts

University of Peshawar.

F.Sc (Pre Medical)

Bise Peshawar.

Matriculation (Science)

Bise Peshawar.

Computer Skills

- Ms. Office
- Computer Elutriate
- Windows Installation
- Basic Internet.
- 03 Months Special Course in Office Automation in Directorate of works Educations.

Executive Summary

- Good communication and interpersonal skill.
- Capacity for work – Positive Result.
- Co-ordinating with different Role players at diverse location to smoothen out the integration process.
- Good in team work.

Reference

I would be available for an interview, at the place which you mention on short notice via mail (Above mentioned) will be better and I also welcome the opportunity discussion / the offer for a chance to review the skills listed here in resume. I will be waiting for your kind favourable reply.

Declaration

I do hereby declare that the above information is true to the best of my knowledge and belief.

MUHAMMAD ARIF