

# CURRICULUM VITAE

## **MUHAMMAD NASEER.**

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### **OBJECTIVE.**

To utilize my training and rotated experience to secure a responsible and challenging position in the capacity where I may contribute to the growth of both prospective employer and myself. The special interest to work in finance department.

### **EDUCATIONAL ATTAINMENT.**

- MBA- banking and finance from Hazara university Pakistan in 2011.
- B COM- accounting and economics Hazara university Pakistan in 2008.
- DBA-diploma of business administration from Peshawar board in 2006.
- SSC-science Abbottabad board from Pakistan in 2002.
- MS-office and English speaking course diploma from future vision organization UK from Pakistan branch in 2013.
- IOSH-managing safely from IMEX International Abu Dhabi in 2016.
- NEBOSH is going on from IMEX international Abu Dhabi.

### **TOTAL WORK EXPERIENCE .**

- Two year work experience in HARK & CO as a accountant in Pakistan.
- Three month internship in National bank of Pakistan.
- One year working in private organization (NGO) in Pakistan.
- One year as a voice principle experience in Adan public school Pakistan.
- Presently working from 26 October 2013 as a security guard in Securiguard middle east L.L.C. Abu Dhabi UAE.
- Currently performing duties in Al Foaa School Alain.

### **ACCOUNTS ROLES AND RESPONSIBILITIES.**

Maintaining all type of billing and budget allocation

- Petty cash handling, book keeping and reconciliation.
- Bank dealing , income tax matter & maintain hard record / voucher.
- Managing assigned location finance budget, ensuring sufficient cash & bank balance at each month.
- Timely complete payment , payroll preparation & monthly report.

### **WORKING EXPERIENCE NATIONAL BANK (as a trainee).**

Working in the following department in NBP.

- Internal bank clearance department & working in government section.
- Pension department & loan sanctioning department.
- Foreign currency department , western union & cash department.

## ABILITIES.

- ❖ Self motivated and capable to mix easily with different situation.
- ❖ Hard worker and honest.
- ❖ Disciplined and team worker.
- ❖ Perform assigned task with grant responsibility.
- ❖ Sincere and result oriented & good communication skill.

## COMPUTER SKILLS.

- ❖ MS word, MS excel, MS power point.
- ❖ MS Access, internet & window installation and typing.

## DRIVING LICENCE DETAILS.

- |                        |           |
|------------------------|-----------|
| ❖ Licence Issue Place. | Abu Dhabi |
| ❖ Licence Number       | 2668500   |
| ❖ Gear Transmission.   | Manual    |

## PERSONAL INFORMATION.

- |                  |                 |
|------------------|-----------------|
| ❖ Father name    | Muhammad Iqbal. |
| ❖ Date of birth  | 02 march 1985.  |
| ❖ Marital status | Single.         |
| ❖ Sex            | Male.           |
| ❖ Domicile       | Mansehra.       |
| ❖ Nationality    | Pakistani.      |
| ❖ Religion       | Islam.          |

## LANGUAGE.

- ❖ English speaking and writing
- ❖ Arabic (Elementary).
- ❖ Urdu & Hindi
- ❖ Panjabi & Hindko.

## INTERESTS.

- ❖ Internet.
- ❖ Travel.
- ❖ English movies.
- ❖ Foot ball & volley ball.
- ❖ Reading books and newspaper.
- ❖ Interested new technology.
- ❖ Cooperative.

## DECLARATION.

I do hereby declare that all statement in this application are true to the best of my knowledge and belief.