

**Muhammad Talha Hameed**

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**Visit Visa Valid till: 05 NOV 2020**

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**CAREER OBJECTIVE:**

With zeal learn and ability of expressing my knowledge and implementing it in an expressive way so as to make it qualitative. To work with an organization with potential, dedication and fruitfulness to give organization the best in me, to grow with the organization, thrive in an atmosphere of relation and co-ordination of teamwork

**SKILLS:**

* MS Office
* Time Management
* Stress Management

**PROFESSIONAL WORK EXPERIENCE:**



**Organization:** **BZ University**

(A well Known university in Asia)

**Tenure:**  Aug 2014 – March 2018

**Designation:** Account Assistant

**Responsibilities:**

* Provides financial information to management by researching and analyzing accounting data; preparing reports.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.

**Achievements:**

* Converted the accounts from manual to software
* Centralized the data

**Organization:** **Pepsi Cola**

**Tenure:**  April 2012 –June 2014

**Designation:** Computer Operator

**Responsibilities:**

* Provides data by operating a computer.
* Determines sequence of operations by studying production schedule.
* Perform defined tasks per documented instructions / processes.
* Prepares equipment for operations by accessing software in computer.
* Monitors and manipulates daily system jobs.
* Starts operations by entering commands.

**ACADEMIC EDUCATION:**

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| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** | **YEAR** |
| Bachelor in Commerce | Allama Iqbal open University, Islambad | 2019 |

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

**TRAININGS & WORKSHOPS:**

**Certificate of computer application – CCA Year - 2012**

**6 - Month** Computer Course with “A” grade from **Punjab Board of Technical Education Lahore**.

* MS Office (Word , Excel , PowerPoint )
* In page (Urdu)
* Working knowledge of the internet.
* System installation and Debugging ; terminal / printer operations (at some extant)

**PERSONAL INFORMATION:**

**Father’s Name** : Abdul Hameed

**Date of Birth** : 13-11-1991

**REFERENCE:**

Reference will be furnished on demand.