

# MUHAMMAD SALMAN

Address: House No. 8, Street No. 13, Sector - A,  
Qayyumabad, Karachi.  
Date of Birth: December 25, 1992  
Cell #: 0312-2041738  
Email: Muhammad.salman25@hotmail.com

## CAREER OBJECTIVE

To work with an organization, which promises experience, challenging work and long term performance based career development path.

## PROFESSIONAL EXPERIENCE

### ICI Pakistan Limited Shares Documentation Assistant

Aug – 2012 to date

#### *Key Responsibilities:*

- Maintenance of shares and dividend inventory.
- Processing of payments and maintenance of its MIS for Annual Budget Review.
- Maintaining the MIS of interests of Directors, Executives and Key Management Persons and sharing with.
- Periodic filings of statutory and other returns of ICI and its associated companies to PSX and SECP.
- Processing of Dividend and related matters.
- Managing the unclaimed dividend portfolio.
- Drafting and Publishing of Newspaper ads pertaining to corporate requirements.
- Providing assistance in drafting of various communications.
- Assisting in arrangements of Board Meetings and Corporate Briefing Sessions.
- Handling the complaints of Shareholders, in absence of the concern Manager.

### Sunrise Grammar School Karachi Teacher

Jun – 2011 to Dec – 2011

#### *Responsibilities included:*

- Tutoring English, Mathematics and Science subjects for 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> grades.

### Dominant Education Network Centre Karachi Administrator & in charge Accounts

Jun – 2009 to Dec – 2015

#### *Responsibilities included:*

- Maintenance of records, file management and data entry
- Stationery management
- Payroll processing

## QUALIFICATION

- |               |                   |   |
|---------------|-------------------|---|
| • 2014 - Date | Graduation        | Federal Wafaqi Urdu University Karachi ( <i>In progress</i> ) |
| • 2009 - 2011 | I.Com             | Government Islamia College Karachi.                           |
| • 2007 - 2009 | S. S. C (Science) | Al - Abbas Secondary School                                   |

## SKILLS/COMPETENCE

- Proficient in using MS Windows, MS Word, MS Excel, MS PowerPoint, Photoshop, Corel Draw & free Hand
- Team worker, self – motivated & result oriented
- Expert in Assembling & Installation of various hardware devices.
- Ability to take on new challenges over time

## REFERENCES

Will be furnished upon request.