

SYED MUHAMMAD MUJEEB HASHMI

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DOB: August 11, 1997



Objective	Seeking a career position in a progressive organization, where my personal & professional experience would enable me to make a significant contribution. Particularly interested where services are rewarded both intrinsically and extrinsically.		
Experiences	2014 - 2016	Shah Builders	Lahore, Pakistan
	Real Estate & Marketing Co.		
	Accountant		
	<ul style="list-style-type: none">• Responsible to maintain accounts of the office,• Monitoring the purchases of Building Material for Construction,• Issuance of Receipts to Clients,• Maintain Petty Cash Book,• Checking of All Receivables, Payables, Bank & Cash Transactions,• Monitoring of Business Development and Operating Expenses,• Finalization of Monthly MIS Reports.		
Experiences	2013 - 2014	ICS Courier Services	Lahore, Pakistan
	Courier Services		
	Office Admin Assistant		
	<ul style="list-style-type: none">• To Attend the Clients,• Receiving of Telephone Calls,• Recording of Appointments,• Recording of Daily Official Activity,• Monitoring of Daily Shipments/Parcels,• Time Keeping of Courier Staff.		
Education	2019	Bachelor of Commerce (B. Com) [Awaiting Result] Punjab University, (Private), Lahore, Pakistan.	
Languages	English, Urdu, Punjabi.		
Computer Literacy	Good hands on MS Office (MS Word and Excel), Quick learner of IT software.		
Hobbies & Interests	Enjoy Indoor Games, Book Reading, Traveling, Internet Surfing.		

References will be furnished upon demand