

MUHAMMAD JAWAD

POSTAL ADDRESS

Saidpur Road Pindora, Near Mutton Market, Rawalpindi

PH: - 0312-5314139, 0333-5314139

Jawad.abbasi64@gmail.com

PROFILE

An Intelligent, well-presented & adaptable post-graduate, with solid qualifications & a comprehensive skill-set, underpinned by work experience in environment demanding self-motivated and a focused approach; capable of working without supervision and willing to assume additional responsibility. I have an ability to provide an friendly and productive environment for the development of faculties to make them understand the diversity of life as strength.

EDUCATION

- 2015 | BA
 - University of the Punjab.
- 2013 | F.A
 - Rawalpindi Board
- 2011 | Matriculation
 - Rawalpindi Board

EXPERIENCE

- Mar, 2015 – May, 2018 | Assistant
Army Public School (APS) Barian Murree.
- Jan, 2019 – till date | Accountant
The City School Capital Campus, Islamabad.

Major Responsibilities:

- Pay Roll of Teachers.
- Students Statistics.
- Staff Statistics.
- To prepare office orders and circulars as assigned by Principal/HMs for circulation
- Substitution of absent (custodial) monitoring of cleaning around campus.
- Implementation of a proper filing system.
- Receiving, sorting and entering of mail.
- Handling of correspondence as and when required.
- Record keeping of all incoming and out going mails.
- Other tasks assigned by the Headmistress and Principal.
- Assisting in preparing monthly attendance to forward to HR for payroll.

- Keeping a complete track of all such mail, coming in or going out the office.

IT SKILLS

- Ms Word, Ms Excel, Ms PowerPoint
- ERP Version 1.0
- Corel Draw
- Adobe Photoshop
- InPage
- Typing Skills: English and Urdu

INTEREST & HOBBIES

- Traveling
- Internet Browsing
- Reading Books

LANGUAGE SKILLS

- | | |
|-----------|---------------------------------------|
| ● English | Listening, Speaking, Reading, Writing |
| ● Urdu | Listening, Speaking, Reading, Writing |

PERSONAL INFORMATION

- | | |
|------------------|----------------------------|
| ● Father's Name | Muhammad Fayyaz Abbasi |
| ● Date of Birth | 1 st April 1992 |
| ● N.I.C # | 37404-0978263-7 |
| ● Religion | Islam |
| ● Marital Status | Single |
| ● Domicile | Punjab (Rawalpindi) |

REFERENCE

- Will be furnished when required