

MUHAMMAD SALMAN

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Executive Summary

Driven by unwavering determination, I am a recent graduate. Committed to securing an impactful career within a renowned national organization. I possess a magnetic passion for transformative teamwork. Focused on sharpening essential proficiencies in operations, customer service and leadership. I aim to exceed and lead to contribute for the organization to achieve its objectives and resounding success.

■ PROFESSIONAL EXPERIENCE

REHMAN MEDICAL INSTITUTE (RMI) FINANCE OFFICER (August 2023 - to date)

Currently serving as Finance Officer at RMI Finance Department and managing all the related matters pertaining to revenue (hospital and all colleges). Ensure timely recovery of revenue. Preparation and submission of financial reports. Ensuring compliances of policies and regulatory affairs.

■ SCHOLASTICS PORTFOLIO

- **BS (A&F)** from IM | Sciences Peshawar, 2023 [3.26 CGPA]
Awarded with HEC Merit Scholarship for the whole 4 Years degree program.
Research: Relationship between CSR, Dividend Policy, and Firm Value.
- **DBA (Business Administration)** from Muslim College of Commerce, 2019. [Obtained Marks: 1081 / Total Marks: 1400]
Achieved top 3rd Position in the Province, Khyber Pakhtunkhwa (Board of Technical Education).
Awarded with NEST, P&C, Govt. of Pakistan, Scholarship for the whole 2 years diploma program.
- **SSC** from Cantt Board High School, Peshawar Cantt, 2017. [Obtained Marks: 703 / Total Marks: 1100]

■ PROFESSIONAL CERTIFICATIONS

International Certifications through Coursera:

- Advanced **Financial Reporting: Accounting for Business Combinations and Preparation of Consolidated Financial Statements**, from University of Illinois at Urbana-Champaign.
- **Specialization in Excel Skills** for Business: Essentials, 2023 from Macquarie University, Sydney.
- Write **Professional Emails in English**, 2020 from Georgia Institute of Technology through Coursera.
- Fundamentals of **Graphic Design**, 2020 from California Institute of Arts through Coursera.
- Certified **Microsoft Office Specialist (MOS)** in **MS Excel**, 2018 from Microsoft.

KEY SKILLS: Problems Solving | Policies & Procedures Compliance | Strategic Planning & Analysis | Critical Thinking | Continues Process Improvement | Interpersonal Skills | Cost Reduction | Client/Vendor Negotiation | Accounting Life-Cycle | Cash Flow Management | Team Player with Positive Attitude

TECHNICAL SKILLS: MS Office suite | Intermediate MS Excel | QuickBooks | IAS / IFRS | Taxation | Budgeting & Forecasting | Financial Statements | Ratio Analysis & Interpretation

■ PERSONAL DOSSIER

Date of Birth: 22 Nov, 2000 | **Languages Known:** English, Urdu, Pushto & Siraeki | **Nationality:** Pakistani
Residential Address: Deans Complex, Flat A-19, Phase 3 Chowk, Peshawar **Pakistan.**