

**MUHAMMAD SAYAB KHALID**

Address: Chowki P/O Teenda Kotli Tehsil Kotli District Kotli AJK

Cell: +92 3495379130

Email: sayabmalik94@gmail.com

**CAREER OBJECTIVES**

- ✓ I am adaptable to all types of environments and societies and have strong communication and personality enhancement aptitude, a self-motivated person who believes in only hard work.

PERSONAL INFORMATION

Father's Name: Noor Ahmed
Date of Birth: 26-08-1998
CNIC No: 81202-4514625-5
Nationality: Kashmir (Pakistani)
Marital status: Single
Religion: Islam

EDUCATION

Sr	Certificate/Degree	Division / CGPA	Year	Board/University
03	B.S (Banking & Finance)	3.27	2019-23	University of Kotli AJ&K
02	F.S.C (I.COM)	2 nd	2017 -19	AJK BISE MIRPUR
01	Matric (Humanities)	3 rd	2014-16	AJK BISE MIRPUR

OTHERS SKILLS

- Currently Working experience as an Accountant & Asst. Board Affairs at Scientia Vision College Islamabad G-13 Crown Campus.
- 2 years and 3 months Working experience as an Office Administrator at ELAAF Academy Kotli Azad Kashmir.
- 03 months working experience as an IT Help Desk Support at Techcure RCM Health & IT Solution.
- 09 months working experience as a Teacher at Green Land Public School Chowki Kalah Kotli Azad Kashmir.

OTHERS SKILLS

- Communication.
- Teamwork.
- Organization.
- Time management.
- Technology Skills

COURSES

- Computer Course (06 months Professional Diploma)
- IELTS with 5 bands

LANGUAGE COMPETENCY

Considering Languages important for a business, I have gained a considerable understanding of the following languages:

- English
- Urdu

REFERENCE

- Will be furnished on demand