

MUHAMMAD AHMAD

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 Islamabad, Pakistan

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Objective

I want to build my career with your reputable organization, where I can acquire valuable skills and experience to serve the profession while contributing to organizational success. With a strong work ethic, I am an enthusiastic learner and a disciplined individual.

Education

Virtual University of Pakistan

Bachelor of Business Administration (BBA) Islamabad
In Progress 6th semester Grades: 3.28/4 CGPA Expected Completion- September 2027

Institute of Chartered Accountants of Pakistan

CA (AFC: Passed, CAF: 7 papers passed) Islamabad
Hands-on courses (Presentation and Personal Effectiveness & MS Office) - Completed February 2021-April 2024

Allama Iqbal Open University

BA (AD in Art) Islamabad
Marks/Grades: 1031/1500 3.27/4 GPA August 2020-March 2023

The Orbit College

HSSC (FSc Pre-Medical) Swabi, Kpk
Marks/Grades: 991/1100 A1 (90.09%) August 2018-July 2020

Government Centennial Model School Boys

SSC (Science) Swabi, Kpk
Marks/Grades: 970/1100 A1 (88.18%) April 2016-June 2018

Professional Experience

Advanced International Hospital Islamabad

December, 2025

HR Intern

Worked on employees recruitment , shortlisting, onboarding and maintaining employees files, Profiles Creation and Data entry on HRM portal and Fixed Assets Management.

Pro Global Pvt. Ltd, Islamabad

June 2025-August 2025

Served as a Negotiation Officer, handling communication with clients and attorneys via email, fax and phone calls, and supported the department in ensuring timely and verified documentation.

Amal Academy

Lahore, Pakistan

Career-Prep Fellow

December 2024 – February 2025

Completed 150+ hours of training in communication, leadership, teamwork and problem solving

Home Tuition & Madrasa Teaching

September 2024-February 2025

Taught various subjects upto matric level in private tuitions and Nazra-e-Qur'an and Nurani Qaida at a madrasa.

Extracurricular & Volunteer Experience

Got distinctions in district-level debate competitions i.e. English Speech and essay writing

I have been serving my community as a guide/Student counselor

August 2020 - Present

Honors and Awards

Academic Scholarships

Honored by ICAP Scholarships, Fauji Foundation stipends, FSc fully funded Scholarship

Accomplishments

Completed Hifz Ul Quran at the age of 11

Passed 10 papers of CA (AFC and CAF) on the first attempt in 14 months

Honored by the STOORI DA PAKHTUNKHWA SCHOLARSHIP 240,000 PKR as I secured a position at the top 20 positions in BISE Mardan Matric Exams 2018

Additional

Language: Native in Pashto/Urdu and Moderate/Improving in English /Punjabi

Technical Skills: MS Office Intermediate level proficiency

Soft Skills: Ethics, Communication skills, and Time Management

Hobbies

Home Gardening, Book Reading, Playing Badminton, Watching Vlogs and Podcasts