



CONTACTS



Saadkhan6789@gmail.com



+92-331-5402229



PWD, Islamabad

SKILLS

Primavera P6 Professional	★★★★★
Primavera Risk Analysis	★★★★★
SPSS Statistics	★★★★★
Microsoft Office	★★★★★
QuickBooks	★★★★★
Accounting Software	★★★★★
English Typing	★★★★★

MUHAMMAD SAAD KHAN

Attaining personal and professional satisfaction through taking challenging and creative role in a reputed company that would give me enough opportunity to steer toward fulfilling the company's objective, while fostering team spirit, with a commitment company excellence.

EDUCATIONAL HISTORY

MS (Project Management) with 3.67 CGPA Capital University of Science and Technology, Islamabad	2019-2021
MBA (Finance) with 3.35 CGPA Capital University of Science and Technology, Islamabad	2014-2018
B.COM Punjab College of Commerce, 6 th Road, Rawalpindi	2012-2014
Intermediate (Commerce) Jinnah Institute of informatics and Commerce, Rawalpindi	2010-2012
Matriculation (Science Group) ST Mary's Cambridge School, Rawalpindi	2008-2010

PROFESSIONAL EXPERIENCE

ASSISTANT MANAGER (ACCOUNTS) ATAAS HOLDINGS – ISLAMABAD, PAKISTAN	3 Years
Worked as an Assistant Accounts Manager and responsible for providing assistance to the accounts and finance officer.	
INTERNEE – ACCOUNTS DEPARTMENT SHAQURRI INTERNATIONAL PVT LTD – ISLAMABAD, PAKISTAN	3 Months
Worked in Accounts Department as internee and responsible for including Files Management, Documents Handling, Data Entry, Daily Vouchers and invoices entry to Quick Books.	
ACCOUNTS OFFICER MEDIZAN LABORATORIES PVT LTD – ISLAMABAD, PAKISTAN	1 Year
Worked as Accounts Officer and responsible for maintain company ledgers and daily financial transactions, creating financial documents (bills, invoices, pay orders etc), daily reports for management and team members, assist audit activities, prepared and submitted tax forms and their filings.	

RESEARCH PROJECTS

Thesis Impact of Servant Leadership on Project Success with mediating role of Team Skills and Moderating Role of Power Distance.

SKILLS

Communication	★★★★★
Presentation	★★★★★
Time Management	★★★★★
Team Management	★★★★★
Customer Handling	★★★★★

LANGUAGES

English	██████████
Urdu	██████████
Punjabi	██████████

Impact of work life conflict and work overloaded on perceived employee performance in banking sector of Rawalpindi/Islamabad

Valuation of Stocks of OGDCL

Evaluation of Mutual Funds of OGDCL

ACHIEVEMENTS

Deans's Honor Roll – 3.50/4.0 GPA

Spring 2017

Capital University of Science and Technology, Islamabad

Deans's Honor Roll – 3.67/4.0 GPA

Fall 2016

Capital University of Science and Technology, Islamabad

REFERENCE

Available on request.