

MUHAMMAD MUJTABA

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Summary

Business Administration graduate with specialization in Accounts & Finance and hands-on experience in Business Development, Accounts Management, and Financial Operations. Skilled in market research, stakeholder engagement, financial reporting, and strategic planning. Proven ability to build partnerships, support innovation initiatives, and contribute to organizational growth. Seeking to contribute to the Innovation Hub as a Business Development Executive.

EDUCATIONAL QUALIFICATIONS:

Bachelor of Business Administration CGPA 3.2

Riphah International University

2021 – 2025

ICS (Intermediate in Computer Science)

Punjab Group of Colleges

WORK EXPERIENCE

Management Trainee Officer in Accounts Department

Raidant Youth Network

2023– 2025

- Assisted in preparation of financial statements, budget reports, and reconciliations.
- Managed accounts payable and receivable processes.
- Performed financial documentation and audit support activities.
- Conducted data analysis for financial forecasting and budgeting.
- Ensured compliance with institutional financial policies and procedures.

PROJECT

COMMUNITY WORK – WWF PAKISTAN (LAHORE HEAD OFFICE)

Intern – Operations Department

Bank of Punjab

- Handled customer queries and resolved complaints effectively.
- Assisted in operational documentation and compliance processes.
- Maintained professional communication with clients and internal departments.

KEY SKILLS

- Market Research & Competitor Analysis
- Relationship Building & Stakeholder Management
- Financial Reporting & Budget Forecasting
- MS Office Suite (Excel, PowerPoint, Word)
- Data Analysis (SPSS, AMOS)
- Communication & Presentation Skills
- Team Leadership & Coordination
- Smart PLS

CERTIFICATIONS

- Multiple online certifications (Coursera) in:
- Financial Management
- Business Strategy
- Data Analysis

COMPUTER SKILLS:

- MS Office
- IBM SPSS
- Quick book