

PERSONAL INFORMATION

Muhammad Ibrahim



 Qayyumabad Karachi Pakistan.

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 muhammadibrahim223@yahoo.com

Sex Male | Date of birth 01/09/1994 | Nationality Pakistani

CAREER OBJECTIVES

My aim is to develop a professional career in the field of business where I could compete in a Competitive environment and play my important role as a member of the organization, Concentrate on my career objective as well as organizational goals accept challenges and progress in every field of management.

WORK EXPERIENCE

Company

(Jan 2019 - continue)

Description

Accountant

CRAFIAL THREAD (KEPZ Karachi Pakistan)

Department Accounts & Finance

Daily Transaction

Petty Cash

Invoicing

Purchase Order

Inventory Management

Payroll

Administration

Finance Assistant

Company

(Jun 2018 – Dec 2018)

Description

TECHSOL SOLUTIONS (D-100 KDA Scheme #01 Karachi Pakistan)

Department Finance and Trade

Daily transaction

Petty cash book

Inventory management

Management Trainee

Company

(Dec 2017 – May 2018)

Description

SOORTY (PVT) ENTERPRISES

Department Quality Assurance

Control Measurement According to Spec

Audit: Every production piece will reflect to Sample counter

EDUCATION AND TRAINING

(Sep 2013- Jul2017)
Degree

University of Haripur
Bachelor of Business Administration
Major: Finance
& Business Studies

(2011- 2013)
Degree

Government College Of Management Science Haripur
Diploma of Business Administration
Major: Accounting & Business Studies

(2001 –2011)
Degree

Government High School Dhendah Haripur
Matriculation
Majors: Science

(2012 –2013)
Course

ISDP Institute Haripur
Diploma of Information Technology
Major: MS Office, Graphics, Software Installation, web browsing, etc.

Language

- English
- Urdu
- Pashto
- Punjabi
- Hindco

Communication skills

The ability to: speak appropriately with a wide variety of people

Organizational / managerial skills

- A fast learner.
- Responsible and sincere
- Hardworking result oriented
- Having strong interpersonal skills
- Ability to motivate others and being able to effectively work.
- Problem solving

Other skills

- Attended various seminar in University of Haripur
 - Like to work in team/group & individual as well
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