

MUHAMMAD YOUSUF



Contact

Phone:
0581386059

Email:
mohammadyousufj@gmail.com

Languages

Urdu – Good Working Knowledge
English –Good Working Knowledge

Summary

Bringing forth a motivated attitude and a variety of powerful skills. Committed to utilizing my skills to further the mission of a company.

Skill Highlights

- Team work skill
- Strong decision maker
- problem solving abilities
- Communication skill
- Innovative
- Service-focused

Experience

Administrative Assistant - 10/2018 to 01/2020
Baloch Travel Agency, Karachi

- Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing Memos, making copies, faxing documents, and greeting visitors.

Accounts Assistant 01/2017 to 07/2018
Taxi Paxi Company, Karachi

- Managed various social accounts to maintained brand Awareness
- Managed client budgets, billing and accounts

Branch service officer-2022 to 2023
Ubl bank, Karachi

- Processing deposits and withdrawals
- Performing regulator account maintenance
- Dealing with customer inquires

Education

Bachelor of Arts: (2021) **Federal Urdu University of Arts, Science and Technology**. Karachi

- Graduated with 2nd division marks

Master In IR: (In progress) **Federal Urdu University of Arts, Science and Technology**. Karachi