



KIFAYAT ULLAH

CONTACT

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Residential Address:
Dubai Investment Park, Dubai



PERSONAL INFO

Father's Name : Abdul Sharif
Passport No : LW2749492
Date of Birth : 3 - March - 1997
Marital Status : Un-Married
Nationality : Pakistani
Gender : Male



LANGUAGES

- English
- Urdu
- Punjabi



PERSONAL SKILLS

- Communication
- Problem-solving
- Time management
- Teamwork
- Adaptability
- Organization
- Leadership
- Technical skills



PROFESSIONAL SKILLS

- MS Word
- MS Excel
- MS Power Point
- Quick Book
- Peachtree
- Tally



OBJECTIVE

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative



EDUCATION

- 2018 - 2022 • **Bachelors in Business Administration (Finance)**
At IQRA University Islamabad, Islamabad
 - Core Courses:
Project Management, Consumer Behavior, E. Commerce, Entrepreneurship, Business Mathematics.
 - Specialization Courses (Accounting & Finance):
Portfolio management Taxation management Security analysis
Analysis of financial statements corporate finance
- 2014 - 2017 • **FSC (Pre Medical)**
From crescent college, BISE BANNU
- 2011 - 2013 • **Matriculation**
From Misali Foundation Sec. School, BISE RAWALPINDI



EXTRA COURSE

- 2023 • **ACCOUNTING (Peachtree, Quick Books, Tally)**
From Excel Learners Academy



EXPERIENCE

- ❖ **Financial Analyst** 01 Nov, 2021 - 15 July, 2022
At Max Force Engineering & Contracting
 - Prepare the financial statements
 - Provide assistance in preparation operating and investment budget
 - Engage in financial aspects of contracts and calls for tender
 - Supervise projects
 - Evaluate investments projects
 - Establish a close liaison between firm investors
- ❖ **Academic Project** Nov, 2021 - Dec, 2021
At IQRA University Islamabad
 - arranged a university event name "EXPO" for around 200 students of Entrepreneurship course and these students are divided into around 70 to 80 groups. In this event, stalls are provided by the university management and the groups had the authority to do whatever they wanted. From this event as a group we generate revenue around PKR. 60,000.