



FARHAN SHUJAAT

MANAGEMENT

PERSONAL INFO

- **ID Card**
3520242316969
- **Date of Birth**
08/08/1990
- **Gender**
Male
- **Marital Status**
Married
- **Nationality**
Pakistani
- **Phone#**
92324633246
- **Email**
farhans6993@gmail.com
- **Address**
Block 66 House 18 Railway Stadium
Colony Garhi Shahu Lahore

SKILLS

- Excellent Strong Communication skills
- Excellent Accounting & Financial skills
- Computer Application
- Excellent grip on MS Office
- Digital Marketing

LANGUAGES

- English
- Urdu
- Punjabi

INTEREST

- Playing Cricket
- Get Advance Knowledge
- Gardening
- Reading
- Playing Cricket

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training , experience and management skills to achieve desired goals, while making a significant contribution to the success of the organization.

EDUCATION

Allama Iqbal Open University Islamabad 08/01/2020	MBA Banking & Finance 3.5 69%
University Of The Punjab 22/08/2011	Bachelor Of Commerce 60%
Board Of Intermediate & Secondary education Lahore 15/08/2009	Intermediate of Commerce 64%
Board Of Intermediate & Secondary education Lahore 01/08/2007	Matriculation 55%

WORK EXPERIENCE

Asalam Malik & Co (chartered Accountant) 02/01/2011- 22/12/2011	Internee/ Junior Auditor
English Pharmaceutical Industries 23/12/2011- 15/07/2012	Assistant Accounts Manager Recording Daily Receipts & Payment Maintain Cash Book & petty cash book Debtors & Creditors Management Bank Reconciliation Maintain Company leasing vehicle Documentation & Records. Documentation for LC.
Meezan Bank Limited 16/07/2014- 25/08/2017	Banking Service Officer Undertaking & Handling Cash transaction including foreign currency Cash Receipts & withdrawals. safeguard the Cash Vault, Stationery and ATM and prepare opening & Closing reports according SOP's. Locker operation as key Custodian. Handling clearing including intercity check. Handling Fund Transfer through cheques. Handling & Issuing pay order and maintain records.
Punjab Police Dolphin Squad Lahore 26/08/2017- End Date	Computer Operator (Constable) work as Computer Operator in Operation Room in administration of Dolphin Squared Lahore & PPIC3 Safe city. Maintain critical Analysis of crime Coordinate for Responding through Dolphin patrolling teams on Emergency 15 calls in standard time. prepare crime hotspot points for effective patrolling. Responsible for prepare teams snap checking reports through using application software E police Post

REFERENCE

will be Provided on demand