

MUHAMMAD AMJAD



Assistant Manager IT/Accounts Manager/ATM Manager

+971 55 3031 450

Muhammadamjadkarim@gmail.com

Dubai, U.A.E

25 December 1994

CAREER OBJECTIVE

To obtain position that will enable me to utilize my professional skills as well as contribute to the organization's goals and which would provide opportunities for career achievement and personal growth.

CORE COMPETENCIES

- Administration Accounting Understanding
- Computer troubleshooting Networking
- Client Relationship Management.....ATM Hardware Parts Replacement
- Programming (C++, C#, JAVA, Java Script)Management information system (MIS)
- Banking Operations.....File Management Accounts
- Payable and Receivable Database Management (DBMS)
- LANs and WANsContract Negotiations

PROFESSIONAL EXPERIENCE

Arshad Medicos

Customer Service Representative & Accountant
(March 2018-Jun 2023)

- Responsible for maintaining accurate financial records and preparing associated reporting.
- On sell and promote companies' medications, prescription medicine, and medical equipment
- Help customers with complaints and questions, give customers information about products and services, take orders, and process returns
- processing and receiving payments and issuing receipts to customers as they leave with their purchases

Wackenhut Pakistan Private limited

Assistant Manager ATM & ATM Technician

(December 2018 - March 2022)

- Responsible for the administration of the Bank's Automated Teller Machine (ATM) products, services and related systems by working closely with vendors, management, and regulatory authorities regarding ATM placement
- Managing the day-to-day activities of the team. Motivating the team to achieve organizational goals
- ATM Replenishment
- Responsible for overall strategy of the functionality of bank's ATM network
- Manages network relationships and oversees transaction routing.
- Replacement of ATM Machine hardware Parts Install, maintain and repair electronic equipment Inspect and test electronic equipment and assemblies Diagnose and locate circuit, component and equipment faults Adjust, align, replace or repair electronic equipment and assemblies Complete work orders, test and maintenance reports Prepare cost estimates Read blueprints and drawings
- Enhanced team member performance through use of strategic and tactical approaches, motivational coaching and training.

Pk Pure Water

Accounts Manager

(January 2018 - November 2018)

- Responsible for maintaining accurate financial records and preparing associated reporting.
- Responsible for Financial Management of company
- Responsible for digitizing data for storage purposes
- Entering customer and account data from source documents within time limits

Industrial Exposure Last 5 Year

Banking
Textile
Food and Pharmaceutical

Security Industry
Hospitals
Construction and Real Estate

Social and Charitable Institution
Non-Profit Organization

CERTIFICATES

Web Designing & Development

Punjab Board of Technical Education Lahore

Communication Skills Development Course

The Professional Academy of Commerce

Projects

Dec 2018 - Feb 2019

Receipt Management System

Wackenhut Pakistan Pvt

Limited

Tools: .NET framework using c#

Hospital Management System

December 2018-Feb
2018

Final year Project

Tools: .NET framework using c#

TECHNICAL PROFECIANCIES

Visual Studio

MS office (Word, PowerPoint, Excel)

PROFESSIONAL EDUCATION

Bahauddin Zakariya University

November 2013 - December 2017

Bachelor of Science in Information Technology (BS.IT 4 Year)

3.55 CGPA

Institute of Chartered Accountant of Pakistan

November 2011 -September 2013

C.A A F C Level

Pass

Misali Zakariya Higher Secondary School, Muzaffargarh

January 2018 - November 2018

Fsc-Pre-Engineering

72%

Misali Zakariya Higher Secondary School, Muzaffargarh

January 2018 - November 2018

Matric Science

84%

INTERESTS

■ Cricket

■ Traveling

■ Networking

PERSONAL INFORMATION

♦ Nationality:

Pakistani Marital

♦ Status

Married

♦ Language:

English, Urdu

■ Visa Status

2 Year Freelancer