



Muhammad Asif

Contacts

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Email Address

masifsuit90@gmail.com

Skills

- Good negotiation skills, ability to work independently.
- Dedicated, honest and willing to accept responsibilities.
- Ability to work in a team to make timely and quality judgments.

IT Skills

- Tally
- MS Excel
- Quick Book
- Microsoft Office
- Internet Tools

Languages

- English
- Urdu / Hindi
- Pashto

Hobbies

- Plantation & vegetation
- Movies
- Sports
- Volunteer activist
- Tourism

References

Reference will be provided per request.

Personal Information

Father Name:	Muhammad Israr
Date of Birth:	25/02/1995
Place of birth:	Peshawar (Pakistan)
Marital Status:	Single
Nationality:	Pakistani
Languages:	English, Urdu
Current Address:	Sonapur Dubai

Objective

To leverage my **MBA education** and diverse work experience in **finance, administration and project management** to obtain a changeling leadership role in a reputable organization, where I can utilize my analytical, strategic, and communication skills to drive growth and deliver results. To be a part of progressive organization where not only I can contribute towards the growth & development of the organization but also enhance my capabilities as per the organization's requirement.

Qualifications

- **Master of Business Administration (MBA)**
(CUIT) 2021 CGPA 3.43 / 4.0
City University of Information Technology, Management Sciences, Peshawar.
- **Bachelor of Business Administration (BBA)**
(SUIT) 2018 CGPA 2.71 / 4.0
Sarhad University of Information Technology, Management Sciences, Peshawar.
- **Diploma in Information Technology (DIT)**
Grade A
Reflex College of Technology Katlang
- F.Sc Pre-Engineering** BISE Mardan
Grade B
Govt Degree College Katlang
- Matric Science** BISE Mardan
Grade B
Ghazali School and College Katlang

Work Experience:

As office Administrator my responsibilities are;

- **As Office administrator at Modern Building Contracting Dubai**
- **From September 08/2022 to till date.**
- Handling incoming and outgoing communication, including emails, phone calls, and letters.
- Maintance accurate records and databases.managing and updating organizational documents and procedures.
- Participating in meetings and making recommendation to senior management.
- Facilitings communication collaboration among departments and team.
- **Cash operation and management in Airlift Express from 28 July 2021 to September 2022.**
- Tracking and reporting sales data, including the number of transaction, total sales revenue, and other relevant information.
- At the end of each day, responsible for reconciling the cash drawers and preparing reports for the accounting department. This ensures that all transactions are properly recorded and accounted for.
- Managing cash transactions, preparing deposits, and maintaining accurate records of all financial transactions that occur within the warehouse.

As Cash Operation responsibilities are:

Certificates & Achievements



Merit Based Scholarship
Certificate of organizing Events

Final Year Project

Comparative Analysis of Financial Statement of Fuji Fertilizer Company Limited and Engro Fertilizer limited.