

# Muhammad Abdullah

Father's Name	Muhammad Sajjad
Address	Marghar Colony, Opposite Aleena Center
Mobile / PTCL	0312-7600819, 0349-6670006
Residence	Gujrat
E-mail	mrabdullahsajjad@gmail.com
CNIC	34202-3636586-7

Objective

To find a position within a workplace that challenges me to perform and improve my skills, an environment that offers me to help others as much as learn from them and an opportunity for growth and career advancements.



## Education, activities and experience:

(2015-2017) Global Institute Lahore, Pakistan  
**B.Com**

- Completed bachelor in commerce.
- Focal subjects included accounting, statistics and business studies.

(2013-15) Punjab College Gujrat, Pakistan  
**FSc (Pre-Engineering)**

- Main subjects were: Chemistry; mathematics and physics.

(In 2013) BISE Gujranwala Gujrat, Pakistan  
**Matriculation in science.**

- Attained 1<sup>st</sup> division.

### Computer Skills

MS Office (Word, Excel, PowerPoint)  
Internet and Email handling  
Windows and software's installation

### Professional Skills

- To resolve customer queries and present acceptable solution.
- To provide marketing and promotional material to prospective client.
- Manage other records activities
- Monitoring Inward and Outward Transactions of Western Union and Ria.
- Pay Utility Bills etc through Jazz Cash CPS Software
- Good Experience in Financial Management System

### Experience & Professional skills

**Working as Teller service officer at MCB Islamic Bank Ltd from Aug-2022**  
**Worked as a Customer Service Officer at Bank Islami Ltd in Gujrat**

- 2 Years Working Experience as a Teller/cashier in Ravi Exchange Company**
- 1 Year working experience as a Junior Relationship Officer at Link International Exchange Company**
- Human Skills, Stress Management, good decision-making.
- English spoken** skills of **medium** level.

### Reference

**Will be provided on demand**

Respected HR Manager,

First of all, thank you for considering my CV for proposed vacant position in your company. I did Bachelor of Commerce. I completed my degree with 2.59 CGPA out of 4.00.

While visiting your website and job requirements, I believe that my qualifications are align with your current needs.

I'm specially feeling honor for being applying in your company, which is a very well reputed organization.

I appreciate your time reviewing my resume and it will be a pleasure for me to attend an interview with you at your convenient time. I can be reached in confidence at the contact information given above and look forward to hearing from you.

Sincerely,

Muhammad Abdullah