



# Muhammad Hamza

To obtain a challenging and fulfilling position that will allow me to utilize my academic knowledge and interpersonal skills to obtain professional knowledge that will help me to build a rewarding career. I will try my best to be a valuable asset of the organization.

## Education:

<b>ACCA</b>	: (Foundation in Diploma) (Continuing)
<b>Master of Commerce (M.com)</b>	: Shaheed Benazir Bhutto University (result awaited)
<b>Bachelor of Commerce (B.com)</b>	: University of Sindh Jamshoro (1st Division)
<b>H.S.C</b>	: P.S.S.S.S Govt Degree College Sanghar
<b>S.S.C</b>	: Fauji Foundation Model School

## Soft Skill:

- Posting on Xero accounting software
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Power point)

## Professional Experience:

### **Account Manager:**

**Paragon Educational Academy High School Sanghar (AUG 2019 - AUG 2023):**

Responsibilities:

- Annually Auditing and Taxation.
- Cash flow management.
- Target Planner.

## Personal:

Address : H# L-924 Sector 5A/1 North Karachi

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## Language:

- English
- Urdu