

Flat # 15, Block # 2, Category - IV
Sector I-9/4, Islamabad.
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DOB: 24th September, 1995

HAFIZ MUHAMMAD ARHAM

*To share my knowledge in a well reputed organization where chances of Advancement
and learning are available for skilled and hard working people*

CORE PROFESSIONAL STRENGTHS

- | | |
|---|---|
| <input type="checkbox"/> Team Building & Leadership | <input type="checkbox"/> Ability to influence, negotiate and convince |
| <input type="checkbox"/> Accounting / Auditing | <input type="checkbox"/> Computer Literate |
| <input type="checkbox"/> Report Writing | <input type="checkbox"/> Communication & Interpersonal skill |

QUALIFICATION

- ☐ **B.Com**, Islamabad Model Postgraduate College of Commerce, H-8/4, Islamabad.
(2016-2017) Marks: 884/1500
- ☐ **I.Com**, Islamabad Model Postgraduate College of Commerce, H-8/4, Islamabad.
(2014-2015) Marks: 727/1100
- ☐ **Matriculation (Science)**, Islamabad Model College for Boys, G-11/1, Islamabad.
(2012-2013) Marks: 715/1050

PROFESSIONAL TRAININGS/CERTIFICATION

Training Course	Organizing Agency
Certified Basic Computer Course (Windows, MS Word, Excel & PowerPoint)	Trade Training Centre, Establishment Division, G-9/3, Islamabad.
Certified Typing Course	Trade Training Centre, Establishment Division, G-9/3, Islamabad.
Certified Short Hand Course	Trade Training Centre, Establishment Division, G-9/3, Islamabad.

COMPUTER LITERACY

- ☐ Windows 2007, 2008, 2010
- ☐ Microsoft Office 2007, 2010, 2013, 365
- ☐ Typing Speed upto 40 w/pm
- ☐ Email & Net-Surfing

References to be furnished upon request