



Muhammad Murtaza Hassan

Pro to Knowledge, Social and keen to participate and learn new things

Get in touch!

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Address:

House No. A-77, Block-2, Saadi Town,
Karachi

Languages Spoken

Urdu

English

Objective

- To work in a Progressive Environment where I can interactively use my education qualification and my interpersonal skills

Work Experience

ARTT Business School (RAET)

Chartered Accountant Institute | October 2020 - Present

- Assistant Manager Administration
- Portal Manager (Portal trouble shooting, Hybrid system management)
- Marketing Lead (Social media handling, Video editing, Marketing Posts)

Al-Hamd Education Academy

(Higher Secondary School) | Jun 2019 - October 2020

- Supervisor/ Head of Administration
- Secondary Class Teacher

Al-Hamd Coaching Centre

(Matriculation & Intermediate College) | Jun 2019 - October 2020

- Admin Incharge
- Secondary Class Teacher

Academic History

The Educators School (Saadi Town Campus)

Matriculation | (April 2017 - August 2018)

- BSEK (Board Of Secondary Education, Karachi)
9th & 10th Standard with (Grade A)

Aisha Bawany Govt. College (Morning)

Pre- Engineering | (July 2019 - October 2020)

- HSC (Higher Secondary Certificate)
Part (I & II) with (Grade B)

IQRA University (Gulshan Campus)

BS- Accounting & Finance | November 2021 - Present

- 4th Semester (Spring- 2023)

Specializations

- Critical Thinking
- Communication Skills
- Social Media Management
- Educational Research
- Advance I.T Skills
- Photoshop editing

Softwares

- Techsole360 (LMS)
- Cpanel (Server & Cloud Storage)
- Amazon S3 (Server & Cloud Storage)
- Quickbooks (Accounting Software)
- Microsoft Office