



Muhammad Murtaza Hassan

As an ambitious individual, I am eager to leverage my academic foundation and enthusiasm for accounting knowledge and career progression in a dynamic professional setting

Get in touch!

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Murtaza Hassan

Address:

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

Languages

Urdu

English

Objective

- To work in a progressive environment where I can interactively use my educational qualification and my interpersonal skills

Work Experience

EFU LIFE ASSURANCE LTD.

Accounts Department | Dec 2023 - Present

- Intern

ARTT Business School (RAET)

Chartered Accountant Institute | October 2020 - Nov 2023

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

Al-Hamd Coaching Centre

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

- Admin Incharge
- Secondary Class Teacher

Al-Hamd Education Academy

(Higher Secondary School) | Jun 2019 - Nov 2023

- Supervisor/ Head of Administration
- Secondary Class Teacher

Academic History

IQRA University (Gulshan Campus)

BS- Accounting & Finance | November 2021 - Present

- 6th Semester (Fall- 2023)

Aisha Bawany Govt. College (Morning)

Pre- Engineering | July 2019 - October 2020

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

The Educators School (Saadi Town Campus)

Matriculation | April 2017 - August 2018

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

Specializations

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

Softwares

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