Muhammad Waleed

# Objective is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company’s goal through professional ethics, sincere commitment and hard work.

# Education

**Bachelors of Economics & Finance** (3.29)  *Feb2014 – Feb 2018*

Capital University of Science and Technology

**Intermediate** *Sep 2010 – Jan 2014*

Punjab College of Information Technology F-8/4 Islamabad

**Matriculation** *Jul 2008 – Jul 2010*

Islamabad College for Boys, G-6/3, Islamabad.

# Work Experience

**UNITED NATIONS OFFICE ON DRUGS AND CRIME (UNODC) (INTERNSHIP) 2018** *June 2018 – August 2018*

* Inventory check up.
* Make separate racks for the differentiated products.
* Make the record on excel.
* Discard the waste material.

**NATIONAL BANK OF PAKISTAN (INTERNSHIP) 2015**  *Jun 2015 – Aug 2015*

* Customer Support.
* Assist Branch officer for Clearing Preparation.
* Filling Loan documents.
* Checking of Vouchers along with Day Books.
* Preparation of Demand Draft and
* Filling Deposit Slips and cheques for customer etc.

# Projects

**Peach Tree Accounting Software**

Done a Project on Peach Tree Accounting Software that helps the small businesses everyday tasks and provides insights that help you save the money.

**SECP and Valuation of Stocks**

Attend Seminar of SECP and Accomplish Project on Valuation on Stocks Markets by PE Model for Stock Valuation, Discounted Cash Flow Model, Asset Reproduction Value.

[**Ratio**](https://www.youtube.com/watch?v=kqBmsLvWU14) **Analysis**

Done a Project of different Cement Industries by applying Activity Ratios, Profitability Ratios, Liquidity Ratio, Solvency Ratio, Coverage Ratio, Market Performance Ratio, Dividend Ratio, Du Pont Analysis etc and compare with each other.

**China Pakistan Economic Corridor (CPEC)**

CPEC is the name of a portfolio of projects that has four-partutilization of Gwadar Port, energy portfolio in which Chinese companies would initiate more than 16,000 MW projects in Pakistan, infrastructure development connecting roads, railways and airports with the corridor establishment of industrial parks across the corridor.

**Communication Skills**

Organize Seminar on Communication Skills.

# Final Year Project

**Title: FEDERAL BUDGET OF PAKISTAN 2017-18**

**Description:** In the Federal Budget of Pakistan 2017-2018 I have done Trend Analysis, Comparisons the budget with different Asian Countries and Recommendations.

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**SKILLS**

* Communication Skills
* Analytical Skills
* Time Management skills
* Sound presentation skills
* Acquainted with basic of office skills
* Well-equipped with problem solving skills and knowledge of conflict resolution
* Leadership qualities and managerial skills to utilize the available resources efficiently
* An innovative mind, always with a bag of ideas and a calculated risk taker
* Customer service skills
* Good presentation and excellent personal organization
* Ability to work in a team
* Pride in achieving individual targets

Flexibility and punctuality

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# Honors and Awards

* Deans Roll of honor (*2015*)
* Deans Roll of honor (*2016*)
* Deans Roll of honor (*2017*)

# Reference

Will be available on request.

**REFERENCE**

**REFERENCE**