|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| MUHAMMAD NAEEM KHAN | | | | | | | | | |  |
| Professional Résumé | | | | | | | | | |
| *Date of Birth:* | 23 | 3- | April | | - | 1994 | *Age:* | 24 | Years |
| *Address:* | Apartment No. B3-302, Tokyo Terrace, Block 7, Gulistan-e-jauhar, Karachi. | | | | | | | | |
| *Contact:* | - | | |  | | | *Cell:* | +92343-3148831 | |
| *Email(s):* | naeemkhan2937@gmail.com | | | | | | | | |

**Résumé Summary:**

|  |  |
| --- | --- |
| **Certification Status :** | ICMAP Stage 2 Completed |
| **Education :** | B.Com (Result awaited) |
| **Current Status :** | Studying at Institute of Cost and Management Accountant of Pakistan Stage 3 , |

**Professional Certification & Academic Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Certification / Degree** | Institution / University | **Specialization / Major** | **Passing Year** |
| 1 | ICMAP Stage 3 | ICMAP | Cost &Management Accounting | In process |
| 2 | B.COM-II | University of Sindh | Commerce | Result awaiting |
| 3 | B.COM-I | University of Sindh | Commerce | 2016 |
| 4 | HSC | Govt National Boys College | Commerce | 2011 |
| 5 | SSC | The vision School | Computer Science | 2009 |

**Computer Skills and Other Abilities**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Microsoft Office Excel | Average | Currently Using |
| 2 | Word Processing | Average | Currently Using |
| 3 | Soft Presentation | Average | Currently Using |
| 4 | Outlook Express | Advanced | Currently Using |

**Professional Development**

|  |  |  |
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| **Sr.** | **Workshops / Seminars** | Year |
| 1 | Seminar on Management and Leadership Qualities | 2016 |
| 2 | Seminar on Carrier Counseling | 2016 |

**Personal Information**

|  |  |
| --- | --- |
| Father’s Name | :Muhammad Aalam |
| Marital Status | :Single |
| CNIC No. | : 42201-2928117-5 |
| Language Competency | :English, Urdu and Pashto |