

MUHAMMAD SHOAIB

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I am recognized for my reliability, integrity, and quick learning abilities. Highly skilled with an eye for error detection and correction. It is my goal to find an organization that values both my strong work ethic and resourcefulness.

EXPERIENCE

ACCOUNTANT

PAKISTAN STEEL MILLS

2011-2023

I have gained 12 years' of experience in Pakistan Steel Mills largest industry in Pakistan to provide professional accounting services for individuals and public clients. Provide full range of vouchers, income tax, bank reconciliation, audit reports, preparation of financial statement. In addition, I have practiced book keeping and maintain ledgers.

ACCOUNTANCY

I have gained communication skills by engaging effectively with others which has increased my ability to work in a team I am able to effectively deal with submitted invoices ,financial books, book keeping, ledgers, bank reconciliation, expense and oversaw payroll.

OTHER EXPERINECES

- One week and two days Atos IT Services UK
Costumer service representative
- Two Years apprenticeship in Pasmic
- Four Months worked in Aybeez (internet Marketing)
- Organized numerous events during my academic Period inside and outside University.

EDUCATION

MBA (MASTER OF BUSINESS ADMINISTRATION) MARKETING - 3 YEARS

- 17 Years Qualification
Dadabhoy Institute Of Higher Education
(GPA 3.12)
(2014-2017)
- B.com (Bachelor of Commerce)
Second Division
Karachi University
(2011-2013)
- 3 Years Diploma in Mechanical 2013 To 2015

- **Preston College Speaking Listening Skills**

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|---|------|
| Entry 3 Speaking and listening R504/5009 | PASS |
| Entry 3 Speaking and listening J/504/5010 | PASS |
| Entry 3 Speaking and listening L/50405011 | PASS |

- **Preston College Reading Skills**

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|--|------|
| Entry 3 Reading strategies F/504/5961 | PASS |
| Entry 3 Reading strategies L/504/5008 | PASS |
| Entry 3 Reading for meaning H/504/1563 | PASS |

- **Preston College Writing Skills**

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|--|------|
| Entry 3 Writing punctuation R/504/5012 | PASS |
| Entry 3 Writing planning Y/504/5013 | PASS |
| Entry 3 Writing communicate D/504/5014 | PASS |

- Intermediate (Pre-Engineering)
PECHS Foundation College
Karachi Board
(2008-2010)
- Marticulation
“A” Grade
Grammar High School Steel town Karachi.
(2007)

SHORT CERTIFICATIONS

- Attended Training Program Relationship to Corporate Success 2016
- IBA (corporate Meet up)
- Five Days industrial safety and Accident Prevention Certificate

SKILLS

- Proficient in use of Microsoft Windows
- Proficient in use of Microsoft Office
- (Word, Excel, Power-point)
- Internet browsing
- Cashflow planning and management

OTHER LANGUAGES

- English, Urdu & Punjabi

STRENGTH

- Skilled Collaborator, Rapid and Adaptive.
- Effective Cross-functional communicator
- Can work under pressure, stress & deadlines.
- Solution Oriented Professional, High Achiever

KEY COURSES

- International Marketing • Marketing Management • Operations Management
- IT in Business • Strategic Management • Financial Management
- Business communication • Human Resource
- Management
- Brand Management

REFERENCE

- University of Karachi-75270
Ph.No 009261300-25
- Dadabhoy Insitute of Higher Education
SNPA Block 3 Behind Hill Park Karachi
UAN: 111-02-03-04 Fax 4389147
Contact No. +92 21 34389147
Students.affairs@dadabhoy.edu.pk
- Adminstration & Personal Department, Head Office
Pakistan Steel Mills Karachi
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