

“Those who work hard, work alone. Those who work smart, work as a team”



Talal Ahmad Saleemi



CONTACT

Mobile	03066399895
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Nationality	Pakistani
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PERSONAL

Father Name	Shabbir Ahmad
Birthday	16th October 1996
Gender	Male
Languages	Urdu, English, Punjabi



PROFILE

To work with a well reputed organization. To seeking a challenging opportunity to demonstrate learned skill, abilities, to gain experience and knowledge in an organization offering scope for career growth and proportional and development.



PROFESSIONAL SKILL

MS Office	<div></div>
Reporting Analysis	<div></div>
Presentation Competency	<div></div>



PERSONAL SKILL

● Problem Solving Skill	<div></div>
● Time Management	<div></div>
● Team Work	<div></div>
● Innovative/ Creative	<div></div>
● Data Analysis	<div></div>
● Critical Thinking	<div></div>



REFERENCES

Will be Furnished on Demand



EDUCATION

- 2019 – 2021  
**Master in Commerce (M.COM)**  
University of agriculture Faisalabad  
CGPA: 3.54
- 2016 – 2018  
**Bachelor in Commerce (B.COM)**  
Govt. College of Commerce, Peoples colony, Faisalabad (PU)  
Got 2<sup>nd</sup> Division
- 2013 – 2015  
**Diploma in Commerce (D.COM)**  
Govt. College of Commerce, Peoples colony, Faisalabad  
Got 1<sup>st</sup> Division



EXPERIENCE

- June 2024 – Current  
**Team Lead AR at HBA Services**  
Dr. Talat Hussain Plaza, Canal Road, Faisalabad
- Sep 2021 – June 2024  
**AR Representative at Medcare MSO**  
Palm Breeze Tower, Kohinoor, Faisalabad
- Sep 2019 – Sep 2021  
**Data Entry Operator at Tranzum Courier service (TCS)**  
West Canal Road near Toyota Motors, Faisalabad



Additional Diploma

- 2016  
**Computer Software's and Hardware's**
- 2020  
**Advanced Excel**
- 2023  
**HIPAA Certified**