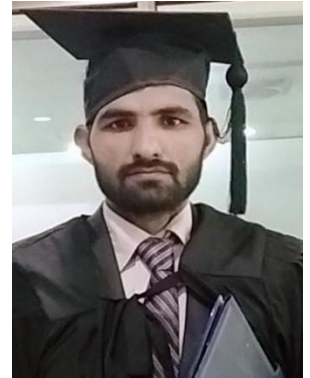# CV

MUHAMMAD JAMIL

House No 288, Block No 4, Sector D-1, Town Ship Lahore

muhammadjamilmba3406@gmail.com

Cell#: *0315-4163238, 0341-4440210*

CAREER OBJECTIVE

To become a member of a growth oriented organization that would allow me to develop my skills to utilize my qualification, where I may achieve professional excellence, while contributing to organizational goals.

PERSONAL PROFILE

Father Name:	Muhammad Siddique
Date of Birth:	05-04-1991
CNIC No:	352021781969-3
Marital Status:	Married
Religion:	Islam
Nationality:	Pakistani

EDUCATION QUALIFICATION

MBA (Executive)	2017-2019	Minhaj University Lahore
BA (Mass Communication)	2013-2017	Allama Iqbal Open University
ICS (Computer Science)	2008-2011	Board of Intermediate and Secondary Education, Lahore
Matric (Science)	2006-2008	Board of Intermediate and Secondary Education, Lahore

SHORT COURSE / DIPLOMA QUALIFICATION

I.T for E-Rozgar	2021	3-Months	Punjab Board of Technical Coucation Lhr.
I.T PAK	2017	4-Months	Tricon College of Information Technology, Lhr
WEB Development	2011	4-Months	Tricon College of Information Technology, Lhr
Accounting and Finance	2008	6-Months	Kingston Institute of Professional Training, Lhr
AUTO CAD	2011	8-Months	Punjab Vocation Training Council, Lahore,

EXPERIENCE

➤ Currently working as "**Officer Foreign Inward Remittances"** Allied Bank Limited, Head Of, New Garden Town Lahore. **From 11ᵗʰ November 2024 to date**.

- **Nine years** Experiences as **"Junior / Senior Clerk"** School of Food and Nutrition / School of Human Nutrition and Dietetics/ School of Food Science & Technology & School of Mathematics in Minhaj University Lahore. **From 19th October, 2015 to 10th November, 2024.**
- **Two years Four Months** Experiences as **"Lab Attendant"** School of Chemistry in Minhaj University Lahore. **From 13th June, 2013 to 18th October, 2015.**
- **Two years & Three Months** Experiences as **"Office Coordinator"** in Aghosh Grammar School Lahore. **From 01th March, 2013 to 12th June, 2013.**

Computer Skills

- MS office (Word, Excel & Power Point)
- In-Page
- Accounting Software (Peach Tree, Tally & Quick Book)
- Any Application Software installation
- Banking Software's

LANGUAGES

- English
- Urdu
- Punjabi

STRENGTH

- Good in Planning & execution of creative ideas.
- Ability to Fast Learning.

REFERENCE

- **Will be furnished on demand.**