

# Mohammad Talha

Multan 60000

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To be an asset to the organization and to touch the pinnacle of management arena with high professional and competitive excellence and I can apply my skills and educational knowledge for the successful achievement of goal and growth of organization.

## PERSONAL:

- Father's Name: Mohammad Ramzan
- Date of Birth: 05-08-1999
- CNIC NO: 36302-2936993-7
- Religion: Islam
- Nationality: Pakistani

## Work Experience

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### Branch Accountant

Naeem Electronics-Multan

October 2022 to October 2023

- Cash Handling
- Maintaining Balance in Both Softwares (SAP Business One),(FQM&S)
- Making Financial Statements
- Bookkeeping
- Customer Service
- Ms Office
- Preparing Reports

### Teacher

Prime School System & Academy-Multan

January 2019 to July 2022

- Mathematics
- Accounting
- Whole subjects of I.Com

## Education

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### **BBA (HONS) in Finance**

National College of Business Administration & Economics - Multan

November 2018 to November 2024

### **I.Com in Commerce**

Government Emerson University - Multan

June 2016 to July 2018

## Skills

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- Communication skills
- Cashiering
- Organizational skills
- Maintenance
- Stocking
- Cash handling
- Administrative experience
- Customer service
- Microsoft Office

## Languages

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- English - Fluent
- Urdu - Native

## Certifications and Licenses

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### **National Financial Literacy Program for Youth**

November 2021 to Present

- By State Bank of Pakistan

