

CURRICULUM VITAE



Shamaoon Muzammal

OBJECTIVE

To work in such a challenging working environment that provides me an opportunity of learning and personal growth and where I can enhance my skills and act as a catalyst in organizational growth

PERSONAL INFORMATION:

Father Name : Muzammal khan
Date of Birth : 01-03-1997
Nationality : Pakistani
CNIC# : 34502-5610413-1
Domicile : Narowal (Punjab)
Religion : Islam
Marital Status : Single
Languages : English, Urdu, Panjabi.

EDUCATIONAL QUALIFICATIONS:

EXAM	YEAR	BOARD/UNIVERSITY
B.Com	2016	Punjab University
D.Com	2014	BISE Lahore
Matric	2012	BISE Gujranwala

EXPERIENCE:

AUTEURS IMPEX

- Working in Auteurs impex as a store Incharge .

URBAN SUITING IMPEX

- Working in urban suiting impex as a accountant and store incharge.

JWS PAKISTAN (Admin & Finance Officer)

- working in JWS Pakistan as a Admin & Finance Officer from Jan-2018 to Feb-2019

Job Description

- Administration .
- Receipts/ of Cash.
- Issue of Cheques.
- Custody of Relevant Stamps.
- Collection of Insurance fee.
- Tally the Weekly and monthly statment with the Bank statement.
- Any other duty assigned By BM.

Computer Skills,

- Microsoft Word, Excel and power point.
- Internet and emails etc.

REFERENCE:

- *Reference will be furnished if required*

MAILING ADDRESS

*Shamaoon500
@gmail.com*

PRESENT ADDRESS

*Village
Mustfapur
P/O Kanjrur
Tehsil
Shakargarh
district
Narowal*

Contact No:

0307-0376439