



Muhammad Saim Shafiq

📍 Musaffah 11 Abu Dhabi

☎ +971-581100571

✉ shafiqsaim28@gmail.com

🎂 09/11/2001

in Saim Shafiq

OBJECTIVE

Highly motivated college graduate seeking a professional or entry-level position where my education and experience will be fully utilized with the ability to grow with the company.

After my college I started my professional career as Assistant accountant with Ahmad Pharma Distribution. Although it's a different field from my studies, still I did the job for the sake of market experience and job exposure. Now I'm starting to enjoy my new field and finding good opportunities beyond borders to get international exposure.

I want to continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

SKILLS

- content creation expertise
- Ad development
- Trend analysis
- Social media technologies
- Problem-Solving
- Flexible and Adaptable
- Adobe creative cloud Software Proficiency
- MS Office Software proficiency
- Teamwork and Collaboration
- Great communication skills

INTERESTS

- Photography
- social media
- UX and UI design
- cinematography
- Graphic design

LANGUAGE

- URDU
Native Language
- English
Advanced (C1)
- Punjabi
Mother tongue

EXPERIENCE

→ January 2021 - October 2022

Ahmad Pharmacy Distribution - Rawalpindi , Pakistan

Assistant Accountant

- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Assisted with monthly and quarterly income statements, balance sheets and cash flow reports to inform decision-makers.
- Analyzed and verified employee expense reports for accuracy.

→ February 2019 - December 2020

Odeon Cinema - Rawalpindi, Pakistan

Social Media Marketing Intern

- Created informative and entertaining posts for client's Twitter, Facebook, and Instagram pages.
- Created engaging content to catch attention of potential customers.
- Supported branding, digital marketing messaging and advertising campaigns by engaging with followers on various social media platforms.
- Created dynamic graphics and pieces to increase website and social media traffic.
- Applied current editing and photography tools to tell great stories.

→ Jan 2023 - June 2023

Gloria Jeans Coffee

Receptionist/cashier

Main duties were to help customers and to receive payments and issue receipts.

EDUCATION

✓ 2020

Jinnah Institute of informatics and commerce 30-D 6th Rd, Satellite Town, Rawalpindi, Punjab

Higher Secondary School Certification

Pre-Engineering

grades: 608/1100

GPA: 54%

✓ 2018

**Army Public school and college Ordnance Road
Rawalpindi Pakistan**

Secondary School Certification Science

grades: 855/1100

GPA: 77.72%