

**OBJECTIVES:**

Dedicated and detail

-

oriented professional with over 2 years of

experience in administrative roles. Seeking to leverage expertise

and skills to contribute effectively to a dynamic organization.

**EDUCATION AND**

**TRAINING:**

***[2019]***

**Secondary School Certificate (MATRICULATION)**

Azeem School

***[2021***

]

**Higher Secondary School Certificate (I.COM)**

Govt. Degree Boy’s College

***[2023]***

**Bachelor’s in Commerce**

**B.COM**

**)**

**(**

Govt. Degree Boy’s College

**Association of Certified Chartered Accountant**

**(**

**ACCA**

**)**

TABANI SCHOOL OF ACCOUNTANCY

)

Under ACCA

(

***[2019]***

**Diploma in Information Technology (CIT)**

Aptech

**DIGITAL SKILLS:**

Microsoft Excel, Microsoft PowerPoint, Microsoft Word,

Microsoft Outlook, Microsoft Publisher, Internet Research, Data

Entry, Mailing

,

and

Creativity

.

**Muhammad**

**Farzan Sheikh**

**Details**

**:**

Sharjah Al Marjah Street, United

Arab Emirates

(+971)565997186

(+971)565997186

Sheikhfarzan203@gmail.com

**Work**

**Experience:**

***[2021***

***–***

***2022]***

**MAVEN MINDS**

**-**

**Junior Assistant**

**:**

**(**

**Pakistan**

**)**

I usually do task related to Auditing, including reviewing

statements and other documents for accuracy and consistency.

***[6***

 ***MONTHS***

***]***

**WINKLIN**

**-**

**Business Developer**

**:**

 **(P**

**akistan)**

Develop a

growth strategy focused both on financial gain and

customer satisfaction

.

***[6***

 ***MONTHS***

***]***

**MM ASSOCIATES**

**-**

**Data Entry Operator**

**:**

**(**

**Pak**

**istan**

**)**

Entering customer and account data from source documents

within time limits. Compiling, verifying accuracy and sorting

information to prepare source data for computer entry

***[***

***7***

***MONTHS]***

**Orbit Event Management company**

**–**

**Mailroom Assistant**

**:**

**(**

**U.A.E**

**)**

Handled mailroom responsibilities including sorting, dispatching,

and tracking mails Ensured efficient operations and

exceptional

customer service.

**LANGUAGES:**

•

Urdu

•

English

•

Hindi