





Muhammad Farzan Sheikh

Details:

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 Sheikhfarzan203@gmail.com

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.

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: (Pakistan)**

Develop a growth strategy focused both on financial gain and customer satisfaction.

***[6 MONTHS]* MM ASSOCIATES - Data Entry Operator: (Pakistan)**

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