***Curriculum Vitae***

**MUHAMMAD AZEEM**

**MOB: 00923149353399**

**E-mail Id:azeemshah081@gmail.com**

**Career Objective**

To become part of an organization where in my skills and talent would be enhanced and developed to the fullest of my abilities be assigned in an office or establishment with roles and responsibilities that fit my earned experience and qualification.

**Work Experience**

**Universal Express (Pvt) Ltd.**

**August 2016 to Present**

* Two Years’ Experience as an Assistant Accountant in accounts department.

Working Responsibilities include:

* Reconciliations of Airline sales statements.
* Recording of Sales Invoices in Travel Pro Software.
* Assist to Manager for any other task.
* Sales in Ticketing and Visa Process.

**Sindbad wonderland (Pvt) Ltd.**

**Jan 2011 to December2015**

* Four Years Experience as a Cashier in accounts department.

Working Responsibilities include:

* Manage the cash liquidity, parties cheque and petty cash..
* Performed any managerial task including the data entry.
* Work involved operating computer and processing data accurately.

**Millennium Mall (Floor Incharge)**

**August 2002 to July 2007**

* Five Years’ Experience as a Floor Incharge.

Working Responsibilities include:

* Deal with clients, concern inquires and complaints using exceptional problem solving.

**Skills**

* Microsoft Office
* Internet Handling
* Hardware

**Personal Details**

* Nationality : Pakistan
* Date of Birth : 09-07-1988
* Place of Birth : Karachi, Pakistan
* Religion : Muslim
* Gender : Male
* Marital Status : Single
* Language Known : English, Urdu.

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**Education Qualification**

**Board of Secondary Education Karachi**

Passed in 2012.

**Govt. D.P.N School Karachi**

Matric passed in 2004

**Declaration**

I do here by declare that the foregoing information’s are true, correctly and complete to the best of my knowledge and belief.