

# Muhammad Moeed Yar Khan



## Contact

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## Languages

Urdu  
English  
Sindhi

## Hobbies

- Writing
- Poetry
- Movies

## Summary

My objective is to be able to get to a key position in an organization where through skills & my work I could add value to my company's product. My greatest strength is my flexibility, I could work well both in teams as well as when I am assigned any task individually. What sets me apart is my eagerness to learn which makes me useful part for any team I work with.

## Skill Highlights

- Complex problem solver
- Fast Learner
- Attention to detail
- Ms Word
- Ms Excel
- SPSS (Basic)

## Experience

- **Academic Writer – (July 2020 – March 2021)**  
**Technado Karachi**  
Worked on different Accounting and Finance based project.
- **Executive Associate – (April 2021 – Now)**  
**Syscrowd, Karachi**  
Initially worked in Front sales. Now, working as Customer support representative

## Education

- **O-Levels- Business/Commerce** (Year 2012)  
*The Fahims School System*
- **A-Levels- Business/Commerce & Mathematics** (Year 2014)  
*The City School System*
- **Bachelor of Business Administration: Majors Finance** (Ongoing)  
*Institute of Business Management*

## Certifications

- **Graphic Designing – Short Course**  
*Arena Multimedia*

## Projects

- **Brand Management**  
<https://drive.google.com/file/d/1rErXQoHb3gpKZe60HaSQ4GfdiAtinlbG/view?usp=sharing>
- **Sales and Distribution**  
<https://drive.google.com/file/d/1e20f1UvAlvDLPuHWHywZkAbj1Yr1S15a/view?usp=sharing>