

Muhammad Muzammil Ahmed

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Objective: To achieve position in a competitive organization that will utilize and enhance my academic and professional skills for the benefit of the organization.

Professional Experience

Organization:	Indus University
Designation	: Co-coordinator
Tenure	: April 2015 to till date
Brief job Description	: Student counseling and support Data update in software Document Verification Dawk Inward & Outward
Accounts Dept.	: Generate Fee Voucher Update Fees in Software
Examination Dept.	: Result Entry in Software Managing Result & Attendance sheet
Organization	: Chishti Consultancy Services
Organization Type	: Tax Law Firm
Tenure	: Feb 2013 to 2014
Designation	: Internee

Academic Education

- Bachelor of Commerce : From Karachi Board
- Intermediate : From Karachi Board
- Matriculation : From Karachi Board

Short Course

- MS Office : Zia Collegiate & Computer Institute

Personal Information

- **Father's Name** : Qammar Toheed
- **Date of Birth** : 07th June 1993
- **Marital Status** : Married
- **Religion** : Islam
- **Nationality** : Pakistani

Reference

Will be provided on demand.