

# **MUHAMMAD ZEESHAN**

House No.R-1284, Block-16.  
F.B. Area, Karachi,  
Pakistan

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## **Objectives:**

I am looking for a job which's suitable to my experience in an organization that would uplift my realization & benefit my skills which provides opportunities for professional growth and development.

## **Qualification:**

### **Professional:**

- MBA from Muhammad Ali Jinnah University (Present) ~~in progress~~
- M.A. (Economic) from Karachi university (waiting result)
- B.COM with '2<sup>nd</sup>' Div. from Karachi University in 2010

### **Academic:**

- INTERMEDIATE (Pre-Engineering) with '2<sup>nd</sup>' Div. in 2007
- MATRICULATION (Science) with 'A' Grade in 2005

## **Purpose:**

- I'm interested in HR / Admin / Accounts job.

## **Experience:**

- Prepare pay slip of students.
- Maintain Accounts Records.
- Purchase Order.
- Also im a matric maths teacher.(Eight year experience)

## **Communication Skill:**

- MS-Office
- Auto-Cad
- Internet Browsing
- English Languag

## **Personal Information:**

• Father's Name:	Muhammad Irfan
• Nationality:	Pakistani
• N.I.C #	42101-7099277-9
• Sex:	Male
• Marital Status:	Single

In light of the above-mentioned facts, I hope that your kind office will provide me an opportunity to serve your esteemed Organization under your kind supervision. I assure you Sir: I shall do my utmost level best to fulfill my duties.

Thanking you in anticipation  
Yours Obediently  
MUHAMMAD ZEESHAN