

## ***CURRICULUM VITAE***

### ***OBJECTIVES***

*To obtain a challenging career position with an organization offering good achievement opportunities, and effectively utilize my skills.*

### ***PERSONAL PROFILE***

**Name :** Muhammad Farhan Butt



**Date of Birth :** 06<sup>th</sup> August 1984

**Nationality :** Pakistani

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### ***SELF PROFILE:***

*Hardworking, Sincere, Motivated, Highly Organized, Self-motivated, career oriented, efficient, ability to work under pressure, Dynamic, have ability to establish priorities, have excellent communication skills.*

### ***EDUCATIONAL RECORD***

<b>LEVEL</b>	<b>YEAR</b>	<b>MAJORS</b>	<b>INSTITUTE/UNIVERSITY</b>	<b>DIVISION</b>
Graduation (B.com)	2004	Commerce	Punjab University Lahore	1st
Intermediate (I com.)	2002	Commerce	BISE Lahore	2nd
Matriculation	2000	Sciences	BISE Lahore	1st

### ***EXPERIENCE***

January 2006 –till now

**Working with Million Classic Cables( pvt ) Limited As Account Officer To Account Manager**

**Job Responsibilities:**

- ❖ Working in Quick book software
- ❖ Maintain daily Sales
- ❖ Preparation of Customer Report
- ❖ Handling Commission on Sales and Petty Cash
- ❖ Preparation Financial Statements
- ❖ Coordinating all sales activities from customer enquiry to delivery accomplishment
- ❖ Documentation work in all government department
- ❖ Evaluates and verifies employee performance through the review of completed work assignments and work techniques
- ❖ Ensures proper labor relations and conditions of employment are maintained
- ❖ Supervises the revision of rules, regulations, and procedures to meet changes in law and policy

September,03-July,05

**Working with United Bank Limited as Relationship Officer.**

**Job Responsibilities:**

- Proficiency in all Microsoft Office applications.
- Strong presentation skills.
- Exceptional verbal and written communication skills.
- Capable in leading the sales professionals team and drive sales goals.
- Strong competitive drive and work ethic to succeed

### **COMPUTER SKILLS**

- ❖ Microsoft Package (Windows all versions, WinWord, Excel, Power Point)
- ❖ Linux operating system & CCNA
- ❖ Typing Speed 35 WPM
- ❖ Having good command on oracle and software supporting visual basic.6 and crystal reporting 8.5.

### **OTHER SKILLS**

- ✓ Enthusiastic learner with ability to work under pressure
- ✓ Highly organised and focused to ensure maximum customer service as well
- ✓ A good team player committed to work to achieve desired results
- ✓ Good reading & writing skills.

**ADDITIONAL INFORMATION**

**Marital Status:** Married

**Languages:** English, Urdu

**CAREER INTEREST**

- Accountant/Account Assistance
- Banking
- Management, Co-Ordination
- Finance

I am at present looking forward to obtain better career prospect.

I hereby certify that the above-mentioned particulars given by me are true and correct to the best of my knowledge and believe.

**Muhammad Farhan Butt**