



Hamza Saleem

PERSONAL SUMMARY

A pleasant, professional and proficient individual who has a long track record of ensuring things run smoothly behind the scenes of a busy office. As an effective team member who has the ability to take a challenging position in an esteemed organization with devotion and determination to enhance skills and knowledge in the best interests of the organization, and for my personal/professional growth.

ACADEMICS

Bachelors in Business Administration (BBA Hons) - Major in Finance

Passing Year: 2018

Institute of Southern Punjab, Multan.

Intermediate in - (Pre Medical)

Passing Year: 2014

Board of Intermediate & Secondary Education, Multan.

INTERNSHIP

- 06 Months Internship in Muslim Commercial Bank (MCB Ltd).

PROFESSIONAL EXPERIENCE

- Currently working as a Admin Officer in Ali Group of Industries, Multan. From October 2018.

SKILLS FOR DUTIES AND TASKS

- MS Office (Word, Excel, PowerPoint)
- Strong Written and Verbal Communication Skill
- Organizational and Time Management Skill
- Flexibility and Adaptability
- Leadership Quality
- Complex Problem Solver

CERTIFICATIONS

- Digital Marketing (Google Digital Garage)
- Google Analytic (Google Analytics Academy)
- Google Ad Words (Udemy)

LANGUAGES

- English, Urdu, Punjabi

Father's Name:

Muhammad Saleem

Date of Birth:

13th January, 1996

CNIC #

36302-0900127-9

Marital Status:

Single

Nationality:

Pakistani

Address:

House Near Shah Taj Marriage Hall
Export Zone, Near Ansari Chowk,
Multan.

CONTACT



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HOBBIES & INTERESTS

- Book Reading
- Content Writing
- Listening to Motivational Speakers
- Workout