



MUHAMMAD QASIM

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A: Dubai, UAE

SKILLS

Organization and Time Management

Analytical and Critical Thinking

Interpersonal Communication

Teamwork and Collaboration

Good Telephone Etiquette

Multitasking Abilities

Decision Making

Active Listening

Self-Motivated

Team Leader

MS Office

LANGUAGES

- English
- Urdu
- Punjabi
- Hindi

PROFILE

Hardworking and passionate with strong organizational skills eager to secure non-managerial level position in environment. Ready to help team achieve company goals.

EDUCATION

Bachelor of Business Administration (HONOURS) | University of Punjab, Gujranwala

Finance

Associate Of Science | Punjab College of Sciences, Gujranwala

Engineering (Pre-Engineering)

High School Diploma | Pakistan Foundation School, Rahwali Cantt

Computer Science

WORK HISTORY

Broker Assistant | Pakistan Stock Exchange, Lahore

- Prepared orders to orchestrate transfers, tracked transactions and documented activities with detailed records.
- Conferred with customers to assess market fluctuations and correct account problems.
- Organized securities sales and purchases on behalf of customers and companies.

Assistant Financial Director | GEPCO, Gujranwala

- Used coordination and planning skills to achieve results according to schedule.
- Used Microsoft Word and other software tools to create documents and other communications.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.

ACCOMPLISHMENTS

- **Media Marketing** Projects (Budget making and Planning).
- **PR and Advertising** Projects (Advertisement and Campaign).
- Completing **Financial and Investment Analysis** with accuracy and efficiency.
- Collaborated with team of 6 in the development of **Organizational Behavior**.

COURSES

AUTOCAD | TDCP-INSTITUTE OF TOURISM AND HOTEL MANAGEMENT