**Name**  Sayed Ibrahim

**ID**  12814

**Teacher**  Ma’am. Dr. Amna Ali

**Program**  BBA

**Subject** Interpersonal Skills

**Semester**  8

**Assignment** Curriculum Vitae (Old)

**Iqra National University**

**Curriculum Vita**

**Sayed Ibrahim**

**Address:**

Usmania lane Arbab Road,

Peshawar Pakistan

Email: sayedibrahim\_hashimi@hotmail.com

Cell No: 0331-9794002

**OBJECTIVE**

To obtain a position where my experience and education can be utilized and expanded. I try my best to come up the organization expectation and do what is best for the organization.

**PERSONAL INFORMATION:**

Father’s Name: Sayed Abdul Qadir

CNIC NO: CD10188757002

Religion: Islam

Nationality: Afghan

**Education**

BBA 4th year in progress from Iqra National University

**Courses**

**Computer Courses**

* Certificate in Microsoft Office
	+ Windows
	+ Word
	+ Excel
	+ PowerPoint

**English Language**

* 14 months Diploma
* Special courses
	+ Special Grammar
	+ Intercom Grammar
	+ Special Conversation
	+ Special Vocabulary
	+ SLT

**DIA**

I have done **DIA** (Diploma in Accountancy)

**Work Experience**

* Finance Assistant at KELC for 3 years

**Hobbies**

* Reading Books
* Jogging
* Watching Sports

**Language**

* Persian
* Pashto
* Urdu
* English

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**Teacher**  Ma’am. Dr. Amna Ali

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**Subject** Interpersonal Skills

**Semester**  8

**Assignment** Curriculum Vitae (Updated)

**Iqra National University**

**Curriculum Vitae**

Name**: Sayed Ibrahim**

*Father’s Name:**Sayed Abdul Qadir*

CNIC**:** CD10188757002

Religion: Islam

Nationality: Afghan

Address:

Usmania lane Arbab Road,

Peshawar Pakistan

Email: sayedibrahim\_hashimi@hotmail.com

Cell No: 0331-9794002

**OBJECTIVE**

* To share my knowledge and abilities by working in an organization that prides itself and gives opportunities to new talent, capitalize my abilities in the field of finance.
* Moreover, taking the organization to new heights and next level through my hard work.

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **University** | **Starting Date** | **Ending Date** |
| BBA Honors | Iqra National University | 2016 | In Progress |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FSC** | **Institute** | **Board** | **Starting Year** | **Ending Year** | **Grade** | **Obtained Marks** | **Percentage** |
| Pre Medical | Global College | Peshawar Board | 2014 | 2016 | A | 900/1100 | 81.81 |

**Work Experience**

* Worked as Finance Manager at KELC (Kabul English language Center) for 3 years from June 2013 to June 2016.

**PERSONEL SKILLS**

* Excellent written and verbal communication skills.
* Highly organized and efficient.
* Ability to work independently or as part of team.
* Excellent presentation skills.
* Reasoning ability and a good negotiator.
* Always think positive and try to bring positivity in my work.
* Have the ability to lead others and cooperate with them in their work.
* I am always confident and always kind towards my group members.
* I am a quick learner, listener and always listen to others.
* I stay calm when I am under pressured and do not push my frustration on others.

**EXTRA Courses**

I have done the following short courses and diplomas.

|  |  |  |
| --- | --- | --- |
| **Computer Courses*** Certificate in Microsoft Office
	+ Windows
	+ Word
	+ Excel
	+ PowerPoint
 | **English Language*** 14 months Diploma
* Special courses
	+ Special Grammar
	+ Intercom Grammar
	+ Special Conversation
	+ Special Vocabulary
	+ SLT
 | **DIA** 4 months Diploma in Accountancy |

**Activities and Hobbies**

* Reading Books
* Jogging
* Watching Sports
* Playing Cricket and Football
* Enjoy taking part in round table discussions

**Achievement**

* I have come first 6 times at school from class 1 to 6 and have won 6 medals.
* I won a cricket tournament and received a medal and cup which was a team performance.
* I received an appreciation letter from school disciplinary panel for maintaining and taking care of discipline over my schooling period.

**Language**

I speak four languages.

* Persian
* Pashto
* Urdu
* English

**References**

Furnished if required.