



HAFIZ MUHAMMAD ADNAN

Street#2 Muhallah nasrullah abdi, main shahpur bazaar khiali, Gujranwala.

Mobile:+92 308 656 5226 Email:h.adnansami65226@gmail.com

My aspiration is to join a professional and progressive organization to demonstrate my attitude in productivity and creativity in an organization that will meet to develop my natural skills in specific field. I have comprehensive knowledge of accounting principles, payroll, general ledger postings, and invoicing and regulatory compliance guidelines. Expertise in developing and delivering monthly, quarterly and annual Profit and Loss Statements and Balance Sheets for management within strict guidelines. With my successful work experience and academic qualification, I believe, I will be a valuable addition to your company.

Personal Information

Father's Name : **MUHAMMAD SALEEM**
Date of Birth : **23-03-1997**
N.I.C # : **34101-6782141-1**
Religion : **Islam**
Marital Status : **Single**
Nationality : **Pakistani**
Domicile : **Gujranwala**

Education & Credentials

Punjab University Lahore

Punjab University,
BS (Hons.) 4 Years (Psychology)

Punjab College of Science, Gujranwala

B.I.S.E. Gujranwala
Intermediate : Fsc (Pre-Engineering)

AISA LEARNING ENGLISH HIGH SCHOOL

B.I.S.E. Gujranwala
Matriculation in Science







Jamiya Furkaniya Kangniwala

Hafiz-E-Quran Majeed




Computer Skills







COMPUTER OFFICE MANAGEMENT

-  Graphic Designing
-  Adobe Photoshop
-  Working of MS-OFFICE.
-  Installation of basic software.
-  Internet Searching & Browsing
-  Working of In-Page (Urdu)




Professional Experience

-  **1 year experience as a psychologist in innovative zone rehabilitation center Lahore.**
-  **2 years experience as a psychologist in inspire Neuro rehabilitation center Lahore.**
-  **Thesis\Research topic: The quality of family relationship sensation and health risk**

behaviors.

-  **4 Years Teaching experience as a teacher**
 -  1Years in Academy.
 -  3 years as a home tutor
 -  Make Daily Attendance Report
- To check attendance physically on daily basis

Hobbies

-  Book Reading.
-  Net surfing.
-  Play Cricket.

Contact & Reference

Will be furnished on demand.