

MUHAMMAD RASHID

Contact

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Objective

To become associated with organization where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Experience

Admin Officer - 02/2008 to 05/2013

The Indus Hospital, Karachi

Secretary to Vice Principle - 01/2004 to 01/2008

Fatima Jinnah Dental College (FJDC), Karachi

Office Assistant - 07/2002 to 05/2003

College of Physician & Surgeons Pakistan (CPSP), Karachi

Volunteer - 07/2001 to 12/2001

The Agha Khan University & Hospital, Karachi

Education

Bachelor of Business Administration: **Accounting & Economics**-2001
Florida University, Karachi

E-Commerce Diploma: **HTML, VB, Java, ASP.Net** - 2003

NED University of Engineering, Karachi

Bachelor of Commerce: **Accounting & Economics** - 2015

University of Karachi, Karachi

Diploma in manual & computerized Accounting:

Peachtree, Advance Excel, Tally Sheet -2016

Institute of Business & Professional Development (IBPD), Karachi

Achievements

Appreciation letter from HOD on conducting **1st Cardiac Life Support, CPSP**.

Appreciation letter from HOD on being part for conducting **Educational drama, CPSP**.

Appreciation letter from Principal and CEO on conducting **Dental Health Mela, FJDC**.

Attend workshop on **Time Management, The Indus Hospital**.

Appreciation letter from CEO on conducting **1st ICON seminar, The Indus Hospital**.

Appreciation letter from CEO on conducting **Hand Surgery Workshop, The Indus Hospital**.