

Mohammad Younus Muslim

Shinghazi Baba Ziarat, District #
2, Kandahar, Afghanistan.
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PERSONAL SUMMARY

I have seven years of admin and finance experience as an admin and finance office in some busy high street branches. I also possess the required leadership and dynamism which are necessary to provide a quality service of the highest order and the efficiency to drive our products competitive advantage. I have Comprehensive knowledge of the real estate and MSP and their procedures as well as having the ability to aim higher, think smart and act fast. I am currently looking for a suitable admin and finance officer position with a progressive, ambitious and reputable organization.

PROFESSIONAL EXPERIENCE

- Having an excellent working knowledge of services like real states, currency exchange and MSP.
- Comprehensive knowledge of different social services, regulatory and legal requirements.
- Experience of data mining and large-scale customer database, data interrogation and manipulation.
- Monitoring lending transactions for accuracy and company compliance.
- Ability to plan and deliver effective sales strategies.
- Arranging networking events with local businesses and representing the company at these and promoting its services and products.
- Accepting overall responsibility for the company products like rent a house, sale/purchase of house, mortgage, construction, architecture designs, currency exchange, money transfer to different cities and countries and many more.

CAREER HISTORY

KEY COMPETENCIES AND SKILLS		
Customer retention	Change management	Client relations
Portfolio management	Business modeling Project	-
Negotiating skills	management	-
Investments	Management Information	-

ACADEMIC QUALIFICATIONS

- Graduated from Imam-e-Abu Hanifa High School in Quetta Pakistan. The school proving education under ministry of education of Afghanistan.
- Graduated from Media Academy English Learning Center from Quetta Pakistan.

COMPUTER SKILLS

Windows XP, 7, 8 and 10, MS Office, Hardware Troubleshooting and Repair and Basic Networking.

LANGUAGE SKILLS

LANGUAGES	SPEAKING	READING	WRITING	LISTENING
Pashto	Excellent	Excellent	Excellent	Excellent
Dari	Excellent	Excellent	Excellent	Excellent
English	Very Good	Very Good	Very Good	Very Good
Hindi	Very Good	Very Good	Very Good	Very Good

REFERENCE

1. Mr. Abdul Waris Ahmadzai

Kandahar Regional Operation Manager in Roshan Telecom Afghanistan. 0700147878

2. Mr. Faiz Mohammad Parwana

Branch Manager Spinboldak in Afghan United Bank. 0782083000

2. Mr. Haji Dawood Fitrat

Chief of Union of Aino Mena and Lawyer of all Real Estate Agents in Aino Mena. 0708899077

PERSONAL INFORMATION

Father's name : **Jamaluddin**

DOB : 17 June, 1995

Marital status : Single

Nationality : Afghan

Tazkeera Number : 3040549

Driving license : Yes

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