

## 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 providing 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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