HUMAN RESOURCE MANAGER RESUME SAMPLE

Name: XYZ

CPA-MBA Finance

Mobile Number: 000

Email Id:

**Contact Address**

Chak No. 520 GB, Faisalabad Punjab, 38000

**Language Known**

English   IELTS Band-6

Urdu       Official Language  
Punjabi  Mother Language  
Hindi      Known

**CAREER OBJECTIVE:**

To gain a dynamic and challenging role in the area of Accounts, Finance, and Auditing, that will offer me the best opportunity for further development of my abilities, skills and knowledge in an established organization by making positive contribution to the company and personal growth through team effort.

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| --- | --- | --- | --- |
| Course | Discipline | University/  board | Passing year |
| MBA | Finance | Virtual University of Pakistan | 2011 |
| B.Com | Commerce | University of the Punjab | 2008 |
| ICS | Computer. Sc. | B.I.S.E Lahore | 2005 |
| SSC | Metric | B. I.S.E Faisalabad | 2003 |

Subjects: Auditing, Financial Accounting, Financial Management, Cost & Management Accounting, Financial Statement Analysis, Corporate Finance, Money & Banking, Principle of Marketing, Human Resource Management, Economics Entrepreneurship, Advance Financial Accounting, Auditing, Business Communication & Report Writing, Business Law, Business Taxation.(Accountant Cum HR)

**TRAINING AND CERTIFICATES**

Diploma in Computer Science                                                COMTECH  
Certified Training in PMP                                                          Project Management Institute USA  
Member of PMI USA                                                                   ID: 0000000  
CPA   (SRN-109/CPA)   ICPAP                                                      Last two module left.

**Highlights**                                                                          **Over 6 Years Experience**

|  |  |
| --- | --- |
| MBA (Finance)Advance Computer Proficiency (Pc &  Mac)Flexible team player | MS Office Expertise Effective time management Excellent management techniques. |

**COMPUTER PROFICIENCY**

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| --- | --- |
| Best Skills in all computer Operating systems Windows & Dos. | |
| Domain Installation Software & Hardware management Business communication & report writing Programming visual basic, java, Html, C++    VMware workstation installing  Networking Cable and wireless | MS office (Excel, DB, P.Point etc.)Media presentation Web developing Troubleshooting    Internet Browsing  Outlook express |

**KEY SKILLS**

|  |  |
| --- | --- |
| Creative and dedicated to work efficiently and effectively manage time Business Development Event Management    E.R.P Software (Oracle) | Strong Computer Skills Smart Working Nature Public Relation    Committed to work  IT Skills |