

Syed Muhammad Sibghatullah

Citizenship : Pakistani ▪ Date of birth : 21 Nov 1998



Contact	Address
Tel: +92-333-1272314 e-mail : syedsibghatullah21@gmail.com	House# 22 Stree#13 (Mangani Shareef House) Khanna Dak, Garden Town, Islamabad.

Personal Information

Father Name: Syed Rafaqat Ali Shah	CINC: 61101-6196831-9
Religion : Islam	Domicile: Sargodha (Pakistan)

Profile

Objective	To bring to your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my skills obtained through experience. Anything suitable to my qualification.
Availability	As per offer letter.

Languages

Urdu (native)

English

Education

2017 to 2021	Bachelor of Business Administration (Honors) In Finance PMAS, Arid Agriculture University, Rawalpindi CGPA: 3.42 1 st Div. percentage 72.26%
2015 to 2017	Higher Secondary School Certificate Examination FSc. Pre-Engineering 1 st Div. percentage 67.7% Punjab College of Information and Technology, Rawalpindi Board of Intermediate and Secondary Education, Rawalpindi
2014 to 2015	IGCSE/GCE O-level In Computer Science Equivalence: 1 st Div. percentage 67.55% Roots School System University of Cambridge, UK(Pakistan)

Experience

Oct 2020-Nov 2020	Internee at Zarai Taraqiati Bank Ltd. Islamabad I was appointed in Branch Operations Department (BOD) for internship in the Audit Compliance Unit. The functions and activities that are performed in ACU are as following: Arranging compliance of Internal/ Commercial Audit paras from Field
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Audit Department.

- Arranging compliance of Management Audit paras received from Corporate Audit Department.
- Arranging compliance of SBP,s Inspection reports pertaining with Operations Division received from Compliance Division.
- Fixation of responsibilities on SBP,s penalties from zones received from Compliance Division and the same is forwarded to Vigilance Division after doing needful.
- Arranging the serious Audit paras from zones received from Field Audit Department.
- Submission of Draft Statement of Allegations to zones for arranging compliance received from Field Audit Department.

Certifications

Feb 2023 **Salesforce Administrator & App Builder**
Simplilearn

June 2021 to Sep **QuickBooks**
2021 DigiSkills

Skills

- MS-Word
- MS-Excel
- MS-PowerPoint
- Communications Skills
- QuickBooks

References

References will be furnished on request.