






Hamayoon Musa

My Contact

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Hard Skill

- Financial modelling and reporting
- Costing and Budgeting
- Financial Accounting
- Field Administration
- Bookkeeping
- Inventory Management

Soft Skill

- Observation
- Decision making
- Communication
- Embraces change
- Collaboration and Coordination

Education Background

- University of Balochistan
B.S (Hons) in Business Administration
Major: Finance and Accounting
- Govt Boys Degree College Zhob
Intermediate in F.Sc
- Army Public School Zhob
Matriculation
Completed in 2014

About Me

Experienced administration and finance professional with a strong background in business administration. With four years of hands-on experience and a degree in Business Administration, I bring expertise in Financial reporting, financial management, and data analysis. My detail-oriented approach, coupled with a solid academic foundation, positions me to contribute effectively in a team and drive impactful results."

Professional Experience

Admin HR and Logistic Officer

Tameer-e-Khalaq Foundation

Sep 2022 - Jun 2023

Key responsibilities:

- Analyze current and past financial data
- Look at recent financial performance and identify trends
- Prepare reports on the above information and communicate the insights of these reports to the broader business
- Managing the flow of goods, Monitoring inventory levels, planning for stock replenishment, and optimizing inventory turnover.

Admin And Account Assistant

Balochistan Rural Support Program

Mar 2019 - Jan 2021

Key responsibilities:

Managed the office's day-to-day operations, including answering phone calls, scheduling appointments, and maintaining records and files.

Managed the company's financial records, including bookkeeping accounts payable and receivables.

Recording daily financial transactions, including sales, purchases, expenses, and payments. Maintaining organized and accurate financial records using accounting software.

Courses and Internship

2022-2023 Digital Marketing course from Digiskills.pk

Six week Internship at Balochistan Chamber of commerce Quetta.