

Menyandad Khan

Admin and Finance Officer

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📍 Hyderabad, Pakistan

Summary

I am a business graduate with professional experience seeking a challenging opportunity in a highly professional organization in my field of interest, to continue learning and creativity. Which provides exposure to new idea and simulate personal and professional growth.

Experience

Admin and Finance Officer at Research and Development for Human Resource (RDHR) - NGO, Hyderabad

January 2024 to Present

Key Responsibilities

- Budget Preparation and Monitoring
- Financial Reporting (Prepare and maintain accurate financial reports)
- Grant Management
- Manage Accounts Payable and Receivable
- Audits and Compliance

Accounts and Admin Officer at M/S Balouch Construction Co.

March 2023 to December 2023

Key Responsibilities

- Payroll checking and supervision on salaries distributing
- Maintaining daily reports regarding payroll, production.
- Performed administrative and clerical duties
- Maintained relationships with Suppliers and managed issues regarding payments.

Office Assistant at M/S Balouch Construction Co.

February 2021 to December 2022

Key Responsibilities

EDUCATION

University of Sindh (2020-2022)

MBA finance **C.G.P.A: 2.94/4**

Isra University (2016-2019)

BBA Finance **C.G.P.A: 3.37/4**

- Receiving and Dispatching of Documents
- Attending meetings
- Preparing official Documents
- Handling Petty Cash
- Managing events at workplace

National Institute of Banking and Finance

5 days Training on Fundamentals of Islamic Banking Operation at SBP from 11 Feb to 15 Feb 2018

Organizer at Career Development Center, ORIC, Isra University

5th August, 2017 to 20th August 2018

Key Responsibilities

- Manage the documentations related to workshops and events
- Engage in in-house activities during events
- Assist participants during projects and events
- Post event duties

WORKSHOP & SEMINARS

ORGANIZER AT

- Organized "One Day Workshop on Daraz.pk
- Organized Event on "Job Fair"2017
- Being part of organizer in "Isra Young Traders Challenge 2018"(04.10.18)
- Organized "World Earth Day"(21.04.17)

Skills

Admin Assistance | Logistics Management | Microsoft Excel | Petty Cash Management | Reconciliation Skills | Work effectively with staff and public | Organize tasks, set priorities, meet deadlines, and manage multiple tasks | Good problem-solving skills