

MUHAMMAD MUNEEER



Usterzai Payan Kohat

PERSONAL DETAILS

Father Name: Zawar Ali
Date of Birth: May 30th 1992
Marital Status: Married
Contact No: 0334-8301821
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Email: muneermuhammad627@gmail.com
Permanent Address: Hassan Khel Kachai Kohat

OBJECTIVE

Seeking to obtain a responsible position in an organization where my skills, knowledge and experience will be contributed towards the improvement of the company. My innovative ideas and active personality would assist me a lot in adding to the company's growth.

ACADEMIC QUALIFICATIONS

- **Masters of Commerce (2015)**
Gomal University D.I.Khan
Marks : 1781/2200

- **Bachelors of Commerce(2013)**
K.U.S.T. Kohat
Marks : 822/1400

- **Diploma in Commerce (2010)**
Board of Technical Education Peshawar KPK
Marks : 684/1200

- **Secondary School Certificate (2008)**
B.I.S.E. Kohat
Marks : 555/900

- **Diploma in Information Technology (2019)**
Board of Technical Education Peshawar KPK
Marks : 1071/140

PROFESSIONAL EXPERIENCE

- Working as a **Admin and finance Assistant** at **Pakistan Red Crescent Society** Merged Areas project.
(Duration : 22nd November 2021 till Date)

Responsibilities:

- **Contributes towards the overall goal and objectives of the organization**
- **Ensure compliance with organizational financial policies and procedures**
- **Preparation and submission of monthly financial reports as per agreed time frame**
- **Manage all bank and cash payments.**
- **Maintain proper record of petty cash.**
- **Preparation of different types of vouchers i.e. bank payment, cash payment etc**
- **Responsible to submit the financial report to the provincial finance officer for compilation, review and onwards submission to the donor.**
- **Make sure verification and authenticity of all the accounts record before submission to the donor**
- **Maintain accounting records, ensuring they are complete, accurate, well archived and safeguarded**
- **Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.**
- **Ensures effective internal controls**
- **Ensure that all relevant supporting documentation is attached with all the vouchers**
- **Maintain a proper track record of all funds and advances issued for different program activities**
- **Calculation and timely payment of taxes on supplies of goods and services rendered**
- **Review of staff time sheets and timely submission to HQ for payroll processing**
- **Keep a proper track record of staff leave record**
- **Organize and do procurements of goods and services required within set limits**
- **Ensure and maintain efficient filing system**
- **Ensure proper maintenance of vehicles and logbooks**
- **Support to District Branch in logistics and administration**
- **Maintenance and updating of District staff personal files and staff database on regular basis**
- **Maintain Medicine Warehouse as per standards**
- **Issue medicine to MHT staff on daily basis and maintain/update Medicine at warehouse**
- **May require to perform other related duties assigned by supervisor as per organization set standards**



- Worked as a **Admin and Accounts Assistant** in **AI Asar Institute of Technology Usterzai Payan Kohat.**

(Duration : 1st January 2016 to 30th November 2021)

Responsibilities:



- Liaise with various stakeholders.
- Ensure accurate and timely billing of tuition and collection of fees.
- Manage cash flow including petty cash bookkeeping.
- Salary calculations, payroll and payslips.
- Ensure accurate management of the fixed asset register.
- Pay suppliers/vendors in a timely manner.
- Employee loan and tax funds.
- Administering credit card transactions and other payment gateways.
- Ensuring all budgets remain up-to-date and accurate

- Worked as a **Computer Operator** in **The Focus Montessori & School Usterzai Payan Kohat** (Part Time)

(Duration : 15th November 2020 to Till date)

Responsibilities:

- Composing of Daily Class Activities
- Home Task/ Activities
- Papers Composing of every Class
- All related Activities related to Composing and printing



- Worked three months **Accounts Assistant** at **Sunrise turfcare and Flowers LLC UAE.**

(Duration : 15th May 2018 to 15th August 2018)

Responsibilities:

- Maintains daily Accounts.
- Daily/Monthly reports to Admin.
- Maintain computerised software (POS and Peachtree).
- Team Work.

- Two month of Internship in **NATIONAL BANK OF PAKISTAN.**

- Have knowledge about all bank related work



ADDITIONAL SKILLS / ACTIVITIES

- Command on different languages like English and Urdu Pashto.
- Ready to work within a team.
- To hard working, fast and accurately.
- Ability to work in challenging environment.
- Have a high motivation to be a successful person discipline open-minded.
- Team work and time management skills
- Analytical and problem solving skills
- Good Communication and Presentation Skills.
- Computer skills Expert in Microsoft Office and Face book (Social Media).

REFERENCE

- Reference will be furnished on demand

