

Muhammad Raza Khan



Organized Admin & Account Assistant with data analysis skills and good command in budget forecasting, management, inventory management, payroll management, data entry, record-keeping with strong communication skills talent for multitasking, Looking for a challenging career with a forward-thinking organization that can provide me with an opportunity to utilize my skills and abilities to achieve targets and contribute to the organization's growth and success.

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ACADEMIC

Bachelor of Commerce 2015
(University of Sargodha)

WORK EXPERIENCE

Office Assistant

National Agricultural Research Centre, Islamabad.

01/2015 - 12/2023, Islamabad, Pakistan

Achievements/Tasks

- Developed and maintained accurate financial records and documents
- Conducted financial audits to ensure compliance with applicable regulations
- Prepared and reviewed financial reports for management.
- Prepared monthly, quarterly and annual financial statements in accordance.
- Payroll management of staff.

Junior Associate

Ufone Call Center, I-8, Islamabad

08/2019 - 09/2020, Islamabad, Pakistan

Achievements/Tasks

- Developed and implemented process improvements that increased productivity by Ufone.
- Conducted market research to identify customer needs and preferences, resulting in a new product launch with high customer demand.
- Developed a customer loyalty program that increased customer retention rate by Ufone.
- To helping the customers solve the problem like sim issue, network issue etc.

Internship

Ufone Franchise, Blue Area Islamabad.

03/2012 - 06/2012, Islamabad, Pakistan

Achievements/Tasks

- Created a marketing plan that increased brand awareness by Ufone and generated Ufone more leads for the company.
- Sim Sale, MNP converted into Ufone.

Retail Sale Officer

TCS Blue Area, Omer plaza, Islamabad

04/2013 - 06/2013, Islamabad, Pakistan

Achievements/Tasks

- Operated the point-of-sale system to process transactions quickly and efficiently.
- Weighed, price for book the parcel

SKILLS

Computer Skills

Hardware, Software

MS Word

MS Excel

Data analysis

Customer Service

Microsoft Office

Photography

ORGANIZATIONS

Revelations Event Management & Decorators
(02/2014 - 08/2018)

LANGUAGES

Urdu

Full Professional Proficiency

English

Limited Working Proficiency

Punjabi

Elementary Proficiency

INTERESTS

Gym

Badminton