

# Zubair Afzal

+92 335 5514501

**Address:** H#162, ST#04, Shahzad Town, Islamabad

**Email:** [zubair.afzal610@gmail.com](mailto:zubair.afzal610@gmail.com)

**LinkedIn:** <https://www.linkedin.com/in/zubair-afzal-106/>



## PROFILE

Organized Admin & Accounts Assistant with data analysis skills and good command in budget forecasting, management, inventory management, payroll management, data entry, record-keeping with strong communication skills and a 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.

## KEY SKILLS & COMPETENCIES

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| <ul style="list-style-type: none"><li>• MS Office Suite (Word, Excel, PowerPoint)</li><li>• MS Teams, Outlook, MS Publisher</li><li>• MS OneDrive</li><li>• Tally ERP</li><li>• QuickBooks</li><li>• G-suite (Sheets, Docs, Slides, Drive)</li></ul> | <ul style="list-style-type: none"><li>• Motivated</li><li>• Good manners</li><li>• Creative Problem Solving</li><li>• Time Management</li><li>• Result Oriented</li><li>• Digital Marketing</li></ul> |
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## EXPERIENCE



### Assistant Data Analyst

**Food and Agriculture Organization of United Nations (FAO-UN) |** (Oct 2023 – Dec 2023)  
Islamabad, Pakistan.

- Data collection and acquisition from various sources with data quality
- Cleaning and editing of data
- Assist in retrieving and entering data in the MS Excel/database
- Database management ensuring data integrity and security
- Data pre-processing/preparations in formats for uploading
- Quality assurance checks
- Backup on regular basis
- Data interpretation, reporting and collaboration with team members



### Data Entry Specialist

**Malfex Group | Dubai, United Arab Emirates**

(June 2023 – July 2023)

- Data entry from various sources to database
- Data verification for accuracy
- Cleansing and formatting of Data
- Basic data analysis for generating reports
- Ensuring the data confidentiality and security
- Collaboration with clients for data collection
- Report to manager Malfex investments



**Admin & Accounts Assistant**  
National Agricultural Research Center | Islamabad, Pakistan.

(April 2020 – May 2023)

- Preparation, reporting and reconciliation of financial documents of the project
- Quarterly and annually budget development
- Payroll management of staff
- Financial data posting in software
- Collaboration and support with other concerned departments
- Monthly, quarterly and annually progress reporting
- Design project-related brochures and posters

**Achievements:**

- **Certificate of Appreciation (Oct'2022)**  
In appreciation of enduring commitment in PSDP Wheat Project at NARC, Islamabad” by National Project Director, Productivity Enhancement of Wheat.
- **Certificate of Appreciation (Sep'2022)**  
On organizing Two-Days National Conference on "Efficient Integrated Nutrients Management Technologies for Enhancing Wheat Productivity in Pakistan".



**Assistant Accountant**  
M&D Events Pvt. Ltd. | Islamabad, Pakistan.

(Feb 2018 – Jan 2019)

- Assist finance manager in daily operations
- Verify accuracy of financial statements
- Prepare and maintain ledger records
- Manage company accounts and make necessary corrections
- Handle payroll management
- Record and organize client information

**ACADEMIC QUALIFICATIONS**

**Bachelor of Science in Accounting & Finance**

International Islamic University, Islamabad

(2016 – 2020)

**FYP:** Social Media Impact on Small and Medium Enterprises (SMEs)

**CERTIFICATION**

**Data Analytics: Foundations – LinkedIn & NASBA**

(Registry ID: #140940)

(Oct 2023)

**From Excel to Power BI - Coursera**

(Credential ID: APUBW3XJNLK8)

(Oct 2023)

**Excel Essentials for Data Analytics – IBM & Coursera**

(Credential ID: L67VSGPDX55C)

(Aug 2023)

**Excel Skills for Business: Intermediate I - Macquarie University**

(Coursera Credential ID: BGXHKA6W96CB)

(Feb 2021)

**National Financial Literacy Program for Youth - (State Bank of Pakistan)**

(Credential ID: 296698623)

(Jun 2020)

**QuickBooks Certification - DigiSkills.pk**

(Credential ID: 7ZW8D6PQ5)

(Jul 2019)

**HOBBIES**

- Cricket
- Football
- Travelling