



## SUMMARY

A dedicated and results-oriented professional with a strong foundation in economics and a proven track record in administrative and accounting roles. Possessing a strong work ethic, excellent organizational skills, and a keen eye for detail, I am confident in my ability to contribute significantly to any team. My experience in data entry, record keeping, financial analysis, and report writing, coupled with my proficiency in Microsoft Office Suite, makes me a valuable asset to any organization. I am eager to apply my skills and knowledge to new challenges and contribute to the success of the team.

## EDUCATION

### M.Phil. in Economics

- Quaid-i-Azam University | Islamabad, Pakistan | February 2017 - September 2019

### BS (Hons.) in Economics

- Kohat University of Science and Technology | Kohat, Pakistan | September 2012 - August 2016

### Intermediate

- Board of Intermediate and Secondary Education, Kohat | Kohat, Pakistan | July 2009 - December 2011

### Matriculation

- Board of Intermediate and Secondary Education, Kohat | Kohat, Pakistan | June 2007 - June 2009

## SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Data Entry
- Record Keeping
- Financial Accounting
- Financial Analysis
- Report Writing
- Research
- Digital Imaging
- Document Management
- Hardware Operations

## CERTIFICATIONS

- Executive Secretary and Business Administration Certification
- Advanced Executive Assistant and Office Manager Diploma
- Executive Office Professional Certificate Program

## PROFESSIONAL EXPERIENCE

### Store and Warehouse Worker | Arif Habib Group | August 2022 - September 2024

- Perform a variety of tasks to ensure the smooth operation of the warehouse and store, including loading, unloading, stocking, and picking merchandise.
- Pasting price labels on the products.
- Maintain accurate inventory records and ensure stock levels meet customer demand.
- Operate warehouse equipment safely and efficiently.
- Contribute to a clean, organized, and safe work environment.

### Accounting Clerk | Arif Habib Group | Islamabad, Pakistan | January 2021 - August 2022

- Maintained accurate financial records, reconciled accounts, and inputted daily financial data into accounting software.
- Verified and balanced invoices and statements, generated monthly and quarterly financial statements, and assisted in budget and forecast preparation.
- Supported financial audits and reviews, prepared bank deposits, and performed daily reconciliations.