MUHAMMAD AKIF

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Professional Summary

Dedicated and detail-oriented professional with over 8 years of experience in data entry, accounting, and inventory management. Proven track record in managing office operations, maintaining records, and ensuring accuracy in financial reporting. Seeking a challenging position to utilize my skills, contribute to team success, and grow within a reputable organization.

Experience

Inventory Assistant – Ramez International Group, UAE
August 2022 – Present

- Manage and organize incoming and outgoing inventory, ensuring accuracy in stock records
- Collaborate with procurement and logistics departments to streamline warehouse operations
- Maintain records of inventory transactions and perform regular audits to prevent discrepancies

Assistant Area Accountant – Akhuwat Islamic Microfinance, Pakistan
August 2020 – June 2022

- Oversaw accounting operations for assigned regions, maintained financial reports
- Assisted in budget planning and monitored financial compliance
- Supervised junior accountants and provided training on financial procedures

Assistant Accountant – Manhattan Bites Restaurant, Lahore, Pakistan
August 2018 – May 2019

- Managed day-to-day accounting tasks, including accounts payable/receivable
- Handled monthly payroll processing and maintained financial statements
- Assisted in tax preparation and ensured compliance with local regulations

Data Entry Operator – Akhuwat Islamic Microfinance, Pakistan
March 2015 – June 2018

- Accurately entered and managed large volumes of customer data
- Assisted the finance department in data reconciliation and recordkeeping
- Ensured data integrity and confidentiality across all documentation

Education

Bachelor of Commerce (B. Com)
Allama Iqbal Open University, Islamabad

Certifications

Diploma in Computer Applications
TEVTA Government Institute – 2011

Skills

- Accounting & Bookkeeping
- Inventory Management
- Data Entry & Typing
- MS Office & Basic Computer Applications
- Teamwork & Communication
- Problem Solving & Hard Work

Languages

English   Arabic   Urdu