

# Muhammad Junaid Arif

**Bhimber AJ&K, Pakistan • Tel: + (92) 343 8846762**

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## SUMMARY

Experienced professional in accounting, data entry, and computer instruction. Skilled in financial management, meticulous data entry, and delivering clear computer instruction. Committed to precision, efficiency, and ongoing learning. Ready to contribute expertise to a dynamic work environment.

## WORK EXPERIENCE

### Data Entry Operator

**Student Point Bhimber**

**Bhimber, AJ&K**

- Proven data entry operator with a meticulous approach to handling and inputting information. Demonstrated expertise in accurately transcribing, organizing, and verifying data to maintain precision and data integrity. Proficient in utilizing data entry software and ensuring timely completion of tasks. Adheres to strict confidentiality protocols and excels in a fast-paced environment. Adept at meeting high-volume data entry requirements while maintaining a keen eye for detail.

### Accountant

**Student Point Bhimber**

**Bhimber, AJ&K**

- Proven Accountant with a demonstrated history of success in financial management and reporting. Adept at overseeing the full accounting cycle, from data entry and reconciliation to financial analysis and reporting. Experienced in implementing and maintaining robust internal controls to ensure accuracy and compliance. Skilled in utilizing accounting software to streamline processes and enhance efficiency. Recognized for attention to detail, analytical acumen, and the ability to contribute to strategic financial decision-making. Ready to bring a wealth of financial expertise to drive excellence in any accounting role.

### Computer Instructor

**Student Point Bhimber**

**Bhimber, AJ&K**

- Dynamic PC Teacher capable at conveying far reaching courses in PC proficiency. Known for establishing drawing in learning conditions, mixing hypothesis with active practice. Demonstrated capacity to adjust instructing techniques to different learning styles, encouraging certainty and capability in understudies.

## EDUCATION

F. Sc (ICS)	Read Foundation College Bhimber Gharbi	Bhimber, AJ&K
Matriculation	Govt. Pilot High School Bhimber	Bhimber, AJ&K

## RELEVANT SKILLS

- Communication Skills
- Computer Operator
- Problem-solving
- Time management
- MS Office, Internet, Hardware Management
- Leadership
- Analytical Skills

## Languages: Urdu (C1) & English (C1)

## PROFESSIONAL CERTIFICATIONS

- **Best Employer Of The Year (2023) Certificate** from Student Point Bhimber, AJ&K Pakistan.
- **Certificate of Appreciation for Outstanding Logo Designing for University** From Azad Jammu & Kashmir University of Bhimber, Bhimber, AJ&K, Pakistan.
- **Certificate of Diploma in Information Technology.**
- **Certificate of Basic, Professional and Graphic Designing.**