RAHOLE KUNDNANI

☎ +971 569526086
✉ Rahole.kundnani@gmail.com
⦿ Al Quoz 2 Building 4 near Jubily Supermart

A passionate business graduate: looking to acquire a growth-oriented position that helps in building a purposeful career and contributes towards the fulfillment of organizational and individual goals with the contribution of strong finance, accounting, and administrative skills.

Experience 💼

MANGO MART
NOV 2022- Nov 2023

ASSISTANT MANAGER

- ✓ Developing store strategies to raise customers' pool, expand store traffic and optimize profitability.
- ✓ Meeting sales goals by training, motivating, mentoring and providing feedback to staff.
- ✓ Ensuring high levels of customer's satisfaction through excellent service
- ✓ Recruiting, training, supervising and appraising staff.
- ✓ Managing budgets.
- ✓ Dealing with customer queries and complaints.
- ✓ Overseeing pricing and stock control.

Bank Al Falah

Relationship Executive
April 2022- OCT 2022

- ✓ Manage Liability Portfolio & Client Relationship of Branch.
- ✓ Responsible for Deposit & NTB Account Opening.
- ✓ Achieve Agreed Sales target as assigned by the management.
- ✓ Provide highest level of customer service.
- ✓ Complete adherence to sales process and sales Maximizers

Highlights

- Results-oriented
- Organizational capacity
- Operability and commitment
- Ability to maintain good relations
- Resistance to stress
- Good manners

Education 🎓

- **Master of Business Administration (MBA): - 2017**
ShaheedZulfiqar Ali Bhutto Institute of Science and Technology (SZABIST)

- **Bachelor of Commerce (B.Com) : - 2013**
Shah Abdul Latif University Khairpur

- **Intermediate:** 2010
Board of Intermediate & Secondary Education Larkana

- **Matriculation:** 2008
Board of Intermediate & Secondary Education Larkana

Experience 💼

GS FOUNDATION & ASSISTED SCHOOL

July 2021 to Jan 2022

ADMINISTRATION / ACCOUNTS OFFICER

- ✓ Maintains staff by recruiting, selecting, orienting, and training employees.
- ✓ Accomplishes department objectives by managing staff; planning and evaluating school activities.
- ✓ Develops personal growth opportunities.
- ✓ Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results.
- ✓ Accomplishes financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- ✓ Maintains quality service by enforcing quality and customer service standards, analyzing and resolving quality and customer service problems, and recommending system improvements.

Lareb Elementory School Larkana

Administration Officer   Aug 2019 to Jun 2021

- ✓ To develop and manage the financial, administrative and personnel related operations at the school
- ✓ To arrange all school meetings, seminars and events
- ✓ To assist in the formulation of the School Improvement Plan
- ✓ Preparing monthly & yearly Salary Information Reports
- ✓ Preparing Monthly P&L report

- ✓ Monthly Bank Reconciliation
- ✓ Legal Documents
- ✓ Handling and Ensuring on Time Submission of Salary Cheques
- ✓ Checking and verifying Petty Cash Expenses for the Month

Certifications 🏆

- ✓ Peachtree (Computerized Accounting)
- ✓ 9D QuickBooks (Computerized Accounting)
- ✓ Tally ERP 9 (Computerized Accounting)
- ✓ Diploma in Information Technology (DIT)
- ✓ Islamic Banking
- ✓ Short Course (CIT)

Skill highlights

- Project management
- Strong decision maker
- Complex problem solver
- Creative Writer
- Innovative
- Service-focused
- Excellent work ethics
- Interpersonal Skills
- Strategic planner
- Team Management
- Strong Communication skills with Leadership qualities

Technical Skills

- Proficient in MS Office
- Good in Excel
- Proficient in MS PowerPoint
- Computer Skills

PERSONAL INFORMATION:

Father's Name	Balram
Date of Birth	21-06-1992
Marital Status	Single
CNIC Number	43203-2610814-7
Nationality	Pakistani
Passport Number	XQ9998141

LANGUAGE PROFICIENCY:

ENGLISH	Fluent
URDU	Fluent
SINDHI	Fluent