



## RIZWAN MUNIR

**Father Name:** Muhammad Munir

**Date of Birth:** 15-09-1995

**Phone:** +923006124740

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## Skill Highlights

- Customer Services, Time Management, Basic Math, Cash Handling.
- Teamwork, Communication, Decision Making, Problem Solving, Active Listening.
- Computer Skills, Microsoft Office, IT Expert, Creativity, Complaints Handling, Interpersonal Skills.

## Education

Degree	Exam Body	Year
Computer		
Diploma	PVTC	2017
I.Com	BISE	2016
Matric	BISE	2013

## Languages

English  
Urdu  
Punjabi

## Reference

Reference will be furnished on demand

## CARRIER OBJECTIVE

I want to work in an environment where, I can utilize my knowledge, experience and relativity to the best of my ability in my respective field. Keen to work with any national or multinational organization having a potential for making a good future and to make a good name in every walk of life.

## Experiences (5 Years)

**March-2023 till Continue**

**ARHAM Business & Technologies Sargodha, Pakistan**

**Designation: Accountant**

- Prepare and analyze financial statements, ensuring accuracy and compliance with accounting principles and regulations.
- Conduct regular reconciliations of accounts to ensure accuracy.
- Assist in the preparation of budgets and financial forecasts.
- Provide support during audits by ensuring all financial records and documentation are accurate and up-to-date.
- Generate financial reports for management and stakeholders.
- Maintain confidentiality of financial information and adhere to company policies and procedures.
- Collaborate with other departments to ensure financial goals are met and processes are streamlined.
- Stay updated on changes in accounting regulations and standards.

**April 2022 Feb-2023**

**MHM Technical Services (Dubai)**

**Designation: Documents Controller cum Accountant**

- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed
- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams

**Jan-2018 to March-2022**

**The Reader Group of Colleges Sargodha, Pakistan**

**Designation: Computer Operator**

- Preparing Result Sheet and Result Card
- Maintain Staff Attendance Record
- Maintain Students Attendance Record
- Result Analysis
- Requirements and Benefits

**Feb-2017 to Dec-2017**

**Zeeshan Traders Sargodha, Pakistan**

**Designation: Accountant**

- Monitoring and maintaining networks and servers.
- Upgrading, installing and configuring new hardware and software to meet company objectives.
- Creating user accounts and performing access control.