RIZWAN MUNIR

Father Name: Muhammad Munir
Date of Birth: 15-09-1995
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Visa: Visit Visa

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, Complains Handling, Interpersonal Skills.

Education

Degree	Exam Body	Year
B.Sc	UOS	2018
Inter	BISE	2016
Matric	BISE	2013

Languages

English
Urdu
Hindi
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 2022 till Present

MHM Technical Services (Mabany Holding)
Designation: Documents Controller cum Accounts Assistant

- Handling intake, scanning, verification, and storing documents.
- Filing and archiving relevant documentation.
- Retrieving files for other employees and customers when needed.
- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Participate in quarterly and annual audits

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.
- Documenting processes, as well as backing up and archiving data.