







Sanaullah Khokhar

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PROFILE SUMMARY

An educational background with a Master's Degree in Rural Sociology from SAU TANDO JAM. Over all 7 years' experience in Banking Sector and Public Sector NGOs.

SKILLS

- ✓ Problem-Solving
- ✓ Accountable/Responsible
- Team Player
- ✓ Decision Making
- ✓ Independent Self Starter
- ✓ Multiple Task Achievers
- ✓ Microsoft Office
- ✓ Tally.ERP9
- ✓ SPSS.
- ✓ T24

RESEARCH ARTICLE

Study of non-medical causes behind Increased Caesarean Section.

1st International Conference on Social Sciences and Information- Communication Technologies (ICSSICT-2018)



PROFESSIONAL EXPERIENCE

MAM TRADING GROUP L.L.C

Billing & Accounts

DEIRA, DUBAI | JANUARY 2023 to Present

- Verifies accuracy of billing data, correcting any errors.
- Creates itemized statements, bills, invoices, and other necessary billing documents, which may require calculation of credit terms, shipping charges, discounts, and costs of goods.
- Records amounts due for items purchased or services rendered.
- Performs general bookkeeping work, which may include entering data and maintaining records, invoices, and supporting documents of amounts due for items purchased or services rendered.
- Generates shipping labels and billing documents.

ALLAH BUX N. QURESHI

GOVERNMENT CONTRACTOR

Accountant

NASIRABAD SINDH, PAKISTAN | DECEMBER 2021 To OCTOBER 2022

- Collaborating with the project manager to develop a detailed, cost-Effective budget for the project.
- Performing accounting duties throughout the project, such as preparing invoices, estimating cash flow, and signing off on purchase orders.
- Analyzing all transactions and working unforeseen costs into the budget.
- Keeping a record of all project finances for internal/external auditing and tax purposes.

KHUSHHALI MICROFINANCE BANK LTD. WAGGAN BRANCH,

MSME - Loan Officer

SINDH, PAKISTAN | APRIL 2019 To NOVEMBER 2021

- Identify new MSME/ small business enterprises in the assigned area.
- Assess their loan requirements based on customer need present appropriate loan proposals to the credit committee for approval.
- Business Growth: Implement assigned sales/service plan to achieve growth objectives by agreeing on micro level sales, service, and cross-selling.
- Portfolio Management: Proactive collection perusal, ensuring timely payment of loan and negotiation directly or through other elements included in KMBL's distribution channels.
- To detect the point of compromise of multiple fraudulent cases and give recommendation.

PERSONAL DETAILS



09/11/1989



Pakistani



Married



Working out,
Badminton
Cricket
Listening Music



Transfer Visa



English
Urdu
Sindhi

MMP

Social Mobilizer

NASIRABAD SINDH, PAKISTAN | AUGUST 2012 To
JANUARY 2016

- Assist senior staff in work planning and door to door surveys at all levels.
- Create awareness of project aim and objective in communities.
- Motivate community people through orientation sessions and project briefs.
- Responsible for reporting and maintaining the record updated on daily basis.
- Learnt how to manage at a distance more effectively.



EDUCATION

MASTER IN RURAL SOCIOLOGY (MSc Honors)

SAU, Tando Jam Sindh, Pakistan | 2016 - 2018

BACHELOR IN RURAL SOCIOLOGY (BSc Honors)

SAU, Tando Jam Sindh, Pakistan | 2008 - 2012