

Mansoor Anwer

Office Assistant

+92.301.2288645

johnson.softs111@gmail.com

New Karachi Industrial, Karachi, Pakistan

Summary

Hello there, I'm Mansoor a professional accountant having deep experience in Good Presentation and Communication Skills, Good Management Skills, Ability to work in Stress Management.

Skills

- Good Management Skills
- Good presentation and communication skill
- Labor Wages
- Maintain Cash Book Staff Salaries
- Stress Management.
- Telephone Operating

Experience

Office Assistant

Mua'az Bin Jabal Academy, Karachi, Pakistan

Jul 2018 - Oct 2018

My responsibilities are Data Entry, Telephone Operating, Time Keeping, Gate Duty on Arrival and Departure, Maintain Log Register and other clerical works.

Site Accountant

M/s Technical Associates Pakistan Private Limited, Karachi, Pakistan

Feb 2006 - Mar 2008

My responsibilities are to Maintain Cash Book Staff Salaries, Labor Wages, Purchasing, and other clerical work. Assistant Accountant

Education

Bachelors in Commerce
Accounting & Finance

2024

Languages

Urdu
Intermediate

English
Beginner