



CONTACT

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EDUCATION

BS (HONS.) 2020

TELECOMMUNICATION

University of Sindh
(Jamshoro)

INTERMEDIATE 2016

Pre-Engineering
(BISE (Hyderabad))

MATRICULATION 2014

Computer Science
(BISE (Hyderabad))

SKILLS

- Data Analysis
- Teamwork
- Time Management
- Financial Reporting
- Good Communication
- Microsoft 365
- Problem-Solving

LANGUAGES

- English
- Urdu
- Sindhi

MUHAMMAD MUNIB

PROFILE

Multifaceted Accounts Assistant handling daily data entries, looking after record keeping of cash book and maintaining ledgers of seals, production reports also active in managing all sale management active fast learner with observing and practically applying new strategies, making daily tasks smart and good communication skills and making relationships with vendors for better future upcoming projects.

WORK EXPERIENCE

- Pakistan Oil Mill Pvt Ltd** Jan 2019 - till date
Kotri, Jamshoro
Audit and Account Assistant
 - Perform administrative duties including data entry, filing and retrieving of files.
 - Collecting, organizing, and preparing financial documents such as bank statements, invoices, and receipts for audit review.
 - Assisting in preparing draft reports summarizing audit findings and areas for improvement.
 - For audit work, may use tools like **Case Ware, ACL, or Microsoft Excel** for data analysis and report preparation.
 - Taking existing data from a separate documents and inputting it into excel.
- National Industries (PVT) Ltd.** Feb 2017- Jan 2019
Kotri, Jamshoro
Account Assistant (Part time)
 - Working on excel to determine, analyze a company's strategic goals.
 - Taking existing data from a separate documents and inputting it into excel.
 - Performed administrative and clerical duties such as vouchers making regarding banks and daily expenses data entry , and copying and cheques bills and important data for record keeping
- Civil Aviation Authority, Hyderabad** Mar 2021 - Jun 2021
Internship
- Base Camp Data Solution** Feb 2016- Oct 2017
Data Entry Operator
 - Data Transfer on Softer ware
 - Work as agents for camera monitoring system
 - Transfer data through CMS software to another software