

# MUHAMMAD MUNEEB IQBAL

## VIRTUAL ASSISTANT

### - CONTACT

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in [Muneeb Iqbal](#)

📍 47010, Wah Cantt

### - ABOUT

Detail-oriented and highly organized Virtual Assistant & Business Support Associate with experience in financial management, project coordination, and administrative support. I have worked with businesses in the roofing and construction industry, streamlining operations, managing budgets, and handling financial audits.

### - EDUCATION

Bachelor's in Computer Science  
COMSATS University Islamabad  
2022-2026

### - SKILLS

Software & Tools

- Roofr | AccuLynx | QuickBooks

Financial & Administrative Skills

- Financial Record-Keeping
- Cost Analysis
- Project Budget Tracking
- Resource Allocation
- Administrative Process Optimization

Business Support & Communication

- Customer Relationship Management
- Email Handling
- Client Communication
- Data Management

### - LANGUAGE

Urdu (Native)

English (Conversational)

### - WORK EXPERIENCE

Mighty Dog Roofing - Atlanta · Part-time

Business Support Associate

June 2024 - Present

- Managed finances with QuickBooks, AccuLynx, and Roofr.
- Supported project teams with budgeting and resource allocation.

Mighty Dog Roofing - Wichita · Part-time

Business Support Associate

July 2024 - October 2024 · 4 mos

- Conducted financial audits and cost estimations for projects.
- Streamlined administrative processes to improve efficiency.

Advanced Contractors.net- Wichita · Part-time

Business Support Associate

December 2024 - January 2025 · 2 mos

- Ensured accurate record-keeping and compliance with financial standards.
- Supported project teams by tracking expenses and managing budgets.