Muhammad Muneeb Iqbal

Business Support Associate | Virtual Assistant

SUMMARY

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.

WORK EXPERIENCE

Business Support Associate   Jun '24 — Present
Mighty Dog Roofing   Atlanta, United States
- Managed finances with QuickBooks, AccuLynx, and Roofr.
- Supported project teams with budgeting and resource allocation.

Business Support Associate   Jul '24 — Oct '24
Mighty Dog Roofing   Wichita, United States
- Conducted financial audits and cost estimations for projects.
- Streamlined administrative processes to improve efficiency.

Business Support Associate   Dec '24 — Jan '25
Advanced Contractors.net   Wichita, United States
- Ensured accurate record-keeping and compliance with financial standards.
- Supported project teams by tracking expenses and managing budgets.

EDUCATION

Bachelor's in Computer Science, COMSATS University Islamabad   Wah Cantonment, Pakistan
- Pursuing a Bachelor's in Computer Science with a focus on full-stack development and real-world project experience. Currently building projects using the MERN stack and Flutter with Flask backend.

PROJECTS

Smart Finance - Final Year Project, COMSATS University Islamabad   Feb '25 — Present
                                                                                       Wah Cantonment
- A personal finance management app built using **Flutter (frontend)** and **Flask (backend)**. Smart Finance helps users track income, expenses, and savings goals with an intuitive UI and real-time data syncing. Features include authentication, category-based budgeting, transaction history, and visual analytics. Designed for mobile responsiveness and optimized for free deployment on personal devices.

SKILLS

Software & Tools   Roofr, AccuLynx, QuickBooks
Financial Management   Financial Record-Keeping, Cost Analysis, Project Budget Tracking, Resource Allocation, Administrative Process Optimization
Client Services   Customer Relationship Management, Email Handling, Client Communication, Data Management
Language Proficiency   Urdu (Native), English (Conversational)