

MUHAMMAD MUNEEB IQBAL

VIRTUAL ASSISTANT

- CONTACT

✉ muneebiq24@gmail.com

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

- CRM & Data Management
- Email Handling & Client Communication

- LANGUAGE

Urdu (Native)
English (Conversational)

- WORK EXPERIENCE

Mighty Dog Roofing - Atlanta · Part-time

Business Support Associate

June 2024 - Present · 9 mos

- 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.