



Muhammad Shahzad

Receptionist / Office Assistant at Dar ul Madinah International Islamic schooling system

KEY RESPONSIBILITIES

- Assist the Petty Cash System in managing the petty cash transactions.
- Prepare and process petty cash vouchers and ensure all vouchers are properly authorized.
- Maintain a petty cash fund for reimbursements
- Maintaining Petty cash file after the reimbursement
- Assist in physical Audit of Campuses
- Assist in posting of Bank Receipt Voucher and Journal Vouchers in Sysman accounting Software.
- To manage deposit transfer & clearing cheques on daily basis.
- Submission documents in Markazi Maliyat Karachi.

Strengths & Skills

- ✓ Administrative Skills
- ✓ Communication Skills
- ✓ ERP
- ✓ ESS
- ✓ SYSMEN
- ✓ MS Office
- ✓ MS Excel

Experience 2 years

DAR UL MADINAH HEAD OFFICE 2.8 years Aug 2020 - May 2023
Data Entry Operator / Office Assistant

Work History

DAR UL MADINAH HEAD OFFICE Aug 2020 - May 2023 (2.8 years)
Data Entry Operator / Office Assistant Karachi, Pakistan

Contact Info

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Karachi
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Karachi
Karachi, Pakistan

Industries

- Banking/Financial Services

Functional Areas

- Administration And Office Support

Languages

- Urdu - Native
- English - Medium