

MUHAMMAD JUNAID

Office Assistant, School Business project participant

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PROFESSIONAL SUMMARY

Passionate about accounting and eager to contribute to organizational success by leveraging my commerce education and skills. Dedicated and detail-oriented individual committed to continuous learning and professional growth.

WORK EXPERIENCE

1. Office Assistant (Internship)

2023 – 2024

Al-Falah Enterprises

- Assisted with data entry, invoice filing, and maintaining financial records.
- Handled basic customer queries and organized documentation.
- Gained hands-on experience with MS Excel and office tools.

2. School Business Project Participant

2019 – 2023

Government School Commerce Fair

- Presented a mock “Mini-Mart” business plan including sales tracking and budgeting.
- Recognized for clarity, presentation, and teamwork.

PROJECTS

1. Data Entry Project

- Entered and organized company data into spreadsheets.
- Ensured accuracy and updated records regularly.

2. Customer Service Support

- Handled customer inquiries via phone and email.
- Provided basic information and redirected complex queries.

EDUCATION

MATRICULATION {COMMERCE GROUP}

COMPLETED

KMA Boys Secondary School

SKILLS

- Proficient in MS Office (Word, Excel)
- Basic accounting software knowledge
- Basic knowledge of record keeping and data entry

VOLUNTEERING ACTIVITIES

- Managing phone calls and directing them to the right person
- Helping with data entry and maintaining records
- Greeting visitors and providing basic information
- Supporting event planning and coordination