



Muhammad Saad Amir

Accounting Officer

handsomeboyali77@gmail.com ✉

0300-3710226 📞

Karachi, Pakistan 📍

To join an esteemed organization at a challenging, respectable, rewarding position, offering long-terms structured and defined progression and provides the potential for significant professional growth. A team player that has no problems rolling up his sleeves to get a job done right, who is equipped to perform well both independently and in teams with the ability to work with all management levels.

WORK EXPERIENCE

○ Front Desk Executive & Accountant Fatimiyah Hospital

08/2018 To 06/2023 (5 Years Experience)

Karachi, Pakistan

Working Operations

- Billing Management (Software Base)
- Data Entry
- Patient Billing
- Keep Recording
- E-mailing
- Generates PDF
- Reporting

COMPUTER SKILLS

MS-Office

Data Entry

Managing Bills

Computerized Accounting

Account Software

Hospital inquiries

E-mailing

Outlook

PDF Generates

Record Keeping

Bill Inquiry

Reporting

Reports Generates

Telephone Inquiries

Customer Care

Photoshop

Image Editing

Banner Design

EDUCATION

○ B.Com (Bachelor of Commerce) Govt. Islamia Arts & Commerce College

2019 - Present

Karachi, Pakistan

○ Intermediate Govt. Islamia Arts & Commerce College

2014

Karachi, Pakistan

○ Matriculation Hassan's Central Public Sec. School

2011

Karachi, Pakistan

○ Information & Technology (IT) Diploma Governor Sindh Initiative Program

2024-Present

Karachi, Pakistan

PERSONAL SKILLS

- Good leadership qualities
- Good communication and presentation skills
- Ability to meet project deadlines
- Valuable team player

LANGUAGES

English
Elementary Proficiency

Urdu
Native or Bilingual Proficiency

INTERESTS

Accounts Management

Account Software's

Business Inquiries

Call Center Services

Developing Business

Digitizing Network

Video Editing

Graphic Designing

PS