



Personal Information

Father's Name: Muzammal Iqbal
D.O.B. 28 Oct, 1993
Marital Status: Single
Nationality: Pakistani
C.N.I.C. 35202-7636529-7

Career Interest

- Management.
- Accounts & Finance.
- Administration.
- Sales & Marketing.
- Human Resource Management.
- I am at present looking forward to obtain better career prospect.

Languages

(Read, write or speak well)

- ENGLISH
- URDU
- PUNJABI

Professional Skills

- Excellent Computer, Interpersonal & Communication Skills.
- Self-Motivated, Cultural Adaptability & Team Player.
- Energetic & Quick Learner.
- The ability to lead and motivate a team.
- Excellent communication and 'people' skills.
- The ability to work under pressure and handle challenging situations.
- Confidence, drive and enthusiasm.
- Decision-making ability and sense of responsibility.
- The ability to understand and analyse sales figures.

Computer Skills

Diploma Holder Of **Peach Tree**

Computer Accounting Software

from Peak Solutions College

Excellent grip on **ERP Software**

Excellent MS Office Skills (Word, Excel)

Excellent Composing Skill on Inpage

YASIR IQBAL

H # 3, Muhallah Rajputan, Chowk Baba Azam Ichra Lahore

Contact: 0309-4797475, 0321-9010602

Email: yasir.muzammal@gmail.com

OBJECTIVE

To pursue a career in a growing and dynamic organization, putting my all efforts and knowledge to firm's activities, thus rendering all possible services in my capacity to the Organization, to effectively contribute to the optimal growth of the organization.

EDUCATIONAL QUALIFICATION

M.COM	UNIVERSITY OF THE PUNJAB, LAHORE	2019
B.COM	UNIVERSITY OF THE PUNJAB, LAHORE	2014
I.COM	B.I.S.E, LAHORE	2009
MATRICULATION	B.I.S.E, LAHORE	2007

PROFESSIONAL EXPERIENCE

- As **Admin Officer** in The Crescent School Shadman Lahore from Feb 02, 2018 to July 31, 2019.

Job Descriptions.

- ✓ To Develop & Implement Admin Policies & Procedures.
- ✓ Responsible for General Administration, Housekeeping, Security & Cafeteria.
- ✓ Manage office supplies stock and place orders.
- ✓ Prepare regular reports on expenses and office budgets.
- ✓ Organize a filing system for important and confidential company documents.
- ✓ Distribute and store correspondence (e.g. letters, emails and packages).
- ✓ Maintain a database of student information.
- ✓ Schedule in-house and external events & arrange travel and accommodations.
- **3 Year, Working Experience in Dar-E-Arqam School Shadman as Admin cum Accountant** from Jan 20, 2015 to Feb 01, 2018.

Job Descriptions In Dar-E-Arqam School.

Accounts:

- ✓ Prepare Report of Income Statement on Monthly and Daily Basis.
- ✓ Follow Up the Receivable.
- ✓ Prepare Daily Report Financial, Physical Appearance of building and equipment and inquiries etc.
- ✓ Prepare Bank Reconciliation Statement.
- ✓ Fee Collection through Bank against the issuance of System Generated Fee Challan on monthly basis on ERP.
- ✓ Book keeping of all account records on ERP.
- ✓ Prepare of Salary Sheet & Payroll.

Administrative:

- ✓ Follow up the inquiries for new Admission.
- ✓ To Develop & Implement Admin Policies & Procedures.
- ✓ Implementation of the Performance management system and facilitate on annual performance appraisals and salary review exercise.
- ✓ Monitoring Employees personal records.
- ✓ Responsible for General Administration, Housekeeping, Security & Cafeteria.

References

Available On Request

- **6 Years** Working Experience in **HAMZA HOSPITAL** as a **Cashier** cum **Accountant** from Feb, 10-2009 to Feb, 15-2015.
- **3 Years** Teaching Experience as “**Home Tutor**” for O-Level , Grade 1-8 of Beacon house School, SICAS and LGS from 2016 to till continue.
Subjects:
O-Level: Accounting, Mathematics, Business Studies, Economics, History & Geography etc
Grade 1-8: Complete Subjects

