

# Abid Noor



## OBJECTIVES

In search of a challenging and dynamic environment, which provide me the opportunity to commercialize my knowledge and experience, as well as to explore and effectively utilize my creative abilities. Where hard work is pre-requisite and new ideas are welcomed.



## PROFILE

### Father Name

Noor Muhammad Khan

### Date of Birth

01/Oct/1991

### CNIC

17301-1565061-7

### Marital Status

Unmarried

### Permanent Address

House # 302, Muhallah Muslim  
Abad Tubewell Kuroona,  
Haryana Bala P.O Charpariza  
Peshawar.

### E-Mail

[abidnoor54738@gmail.com](mailto:abidnoor54738@gmail.com)

### Cell#

+92-341-4608272

+92-310-5918919



## LANGUAGES

English

Pashto

Urdu



## EXPERIENCE

### **May 2018 to Up to date**

#### **Accounts Officer – ICMS Education System (Jamrud Road Peshawar)**

- ✓ Managing petty cash.
- ✓ Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc. as Admin Officer.
- ✓ Working on daily receipts and payments in spreadsheets & Oracle Fusion.
- ✓ Preparing receipts & payments reports College, School, Hostel, & Academy.
- ✓ Preparing receipts & payments reports on daily basis & monthly basis School & College report spreadsheets & Oracle Fusion.
- ✓ Preparing Hostel report on daily basis and monthly basis, (Laundry, Cook, Hostel Students recovery, other expenses) spreadsheets.
- ✓ Preparing Academy report for each Class.
- ✓ Handling communications with Students and vendors via phone, email, and in-person as Admin Officer.
- ✓ Controlling credit and ensuring debtors pay on time.
- ✓ Reconciliation of direct debits and finance accounts.
- ✓ Processing invoices & expense forms.
- ✓ Ensuring all payments amounts & records are accurate
- ✓ Working closely with individuals across the business at all levels performing both Duties as Accounts Officer & Admin Officer.

### **March 2017 to May 2018**

#### **Receptionist –RMI (Rehman Medical Institute Hayatabad Peshawar)**

- ✓ Welcomes and greets all patients and visitors, in person or over the phone.
- ✓ Answers the phone while maintaining a polite, consistent phone manner using proper telephone etiquette.
- ✓ Responsible for keeping the reception area clean and organized.
- ✓ Registers new patients and updates existing patient.
- ✓ Demographics by collecting detailed patient information including personal and financial information.
- ✓ Facilitates patient flow by notifying the provider of patients'.
- ✓ Arrival, being aware of delays, and communicating with patients and clinical staff.
- ✓ Responds to inquiries by patients, prospective patients, and visitors in a courteous manner.
- ✓ Keeps medical office supplies adequately stocked by anticipating inventory needs, placing orders, and monitoring office equipment.



## **SKILLS**

**Business Communication**

**Office Automation**

**Information Technology**

**Accounts**

**Management**

**Performance Management**

**Resilient**



## **EDUCATION**

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M.Com

Qurtuba University of Science and Information Technology  
Peshawar-2016

DIT (Diploma in Information Technology)

BTE Peshawar-2014

B.Com

University of Peshawar-2013

D.Com

BTE Peshawar-2014

S.S.C Exam

BISE Peshawar-2008