

ATTA HUSSAIN

Father's Name: Ali Murad Ansari

CNIC No. 45206-8863489-1

Date of Birth: 01-02-1995

PROFILE

Seeking a challenging career in Business and related organization allowing me to enrich my qualities and capabilities. To work with fullest devotion and to secure a leading position in an organization so that I could fully employ my skills and my academic training in a rewarding career that affords professional and personal growth.

CONTACT

 0306-3626548

 attahussain466@gmail.com

Add: Ansari Mohalla P.O Bozdar
Wada District Khairpur

EXPERIENCE

Admin Assistant

Goth Seengar Foundation

01-JAN-2018 TO 31-DEC-2019

Administrative Support

Office Management

Data Entry & Record Keeping

Event & Meeting Coordination

Financial & Basic Accounting Tasks

Admin & Logistic Officer

Goth Seengar Foundation

01-AUG-2020 TO 31-DEC-2021

Logistic Coordination

Inventory Management

Procurement & Supply chain Management

Administrative Support

Warehouse Management

Assistant Finance & Accounts

PPHI Sindh

24-AUG-2024 TO TILL DATE

Financial Record Keeping

Account payable & receivable

Bank reconciliation

Financial Reporting

Payroll Processing

Compliance & Audit Support

SKILLS

- Maintenance of Accounts
- Examine Financial Statement
- MS Office
- Excel

EDUCATION

- BBA Finance
2014 – 2017
University of Sindh, Jamshoro
- Intermediate
2011 - 2013
BISE Sukkur
- Matriculation
2008 - 2010
BISE Sukkur