

Muhammad Hassan

ACCOUNTANT AND DATA OPERATOR

Summary

I am a qualified and professional accountant and data operator with five years of experience in international group for educational consultancy. Strong creative and analytical skills. Team player with an eye for detail.



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Sultan Colony, Muzaffargarh



nfciet.edu.pk

Skills

- MS Office
- Graphic Designer
- Social Media Marketing
- Accounts Finalization
- Team Management
- Computer Literacy
- Project Management Tools
- Strong Communication

Education

PUNJAB GROUP OF COLLEGE

Intermediate in computer science
2016 - 2018

BACHELOR OF BUSINESS ADMINISTRATION

NFC_institute of engineering and technology
2018 - 2022

Language

English
Urdu

Experience

INTERNATIONAL GROUP FOR EDUCATIONAL CONSULTANCY

Accountant and data operator (Remotely)

July 2019 to 30 nov 2023

- Create researcher profile and add student courses for university.
- Search expertise on internet about student.
- Calculate total fee of student.
- Multi tasking on CRM.
- Accuracy and attention to detail.
- Proficient typing and transcription.
- Make students record for university.

MAHMOOD GROUP

Internee: 10 aug 2019 to 24 sep 2019

- Built more professional discipline.
- Make record of materials for production.
- Make gate pass of entrance.
- Worker account finalizations.

MAHMOOD GROUP

Accountant

18 jan 2023 present

- Make salary, overtime, and set attendance.
- Manage total budget of workers.
- Provide solution of worker complaints.
- Complete registration of workers.
- Check in out attendances of worker and deducted his salary.