



DAR-E-ARQAM SCHOOLS BEYOND SCHOOLING

Ref. _____

Date _____

To Whom It May Concern,

This is to certify that **Muhammad Aqib**, son of **Muhammad Fazil**, has been employed at **Dar-e-Arqam School, Gulraiz Campus** Since **March 2022** in the capacity of **Accountant and Admin Officer**.

During his tenure, **Muhammad Aqib** exhibited outstanding performance in handling various accounting and administrative responsibilities. His core duties included:

- Maintaining accurate financial records
- Preparing budgets and managing school expenses
- Handling student fee collection and reconciliation
- Processing staff payroll and maintaining salary records.
- Coordinating with staff for smooth daily operations
- Managing school records and documentation
- Supporting admission and student registration processes
- Overseeing procurement and inventory management
- Handling communication between parents and administration

He has consistently demonstrated a high level of professionalism, responsibility, and dedication. His strong work ethic, attention to detail, and ability to perform under pressure have significantly contributed to the smooth functioning of the campus.

We found him to be a dependable and committed team member whose efforts have been deeply appreciated by the management.

We wish **Muhammad Aqib** continued success in all his future endeavors.

Sincerely,

Dip Abbas Sab

**DAR-E-ARQAM SCHOOL
Gulraiz Campus**

Gulraiz Campus

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📱 Dar E Arqam gulraiz