



SALEEM BUTT

PROFESSIONAL SUMMARY

Experienced professional with progressive work exposure and core competencies in the fields of administration, supervision, office management, customer service and handling operations. Presently seeking for a challenging Supervisory / Management role to utilize accrued administration expertise, experience and skills gained in previous successful employment. Possess a high standard of professionalism, quality of work and ethics.

EDUCATION

- **Master Of Business Administration (Finance) 2006-2008**
Comsats Institute of Information Technology
- **Bachelors of Commerce (B.COM) 2003-2005**
Punjab College Of Commerce, Rawalpindi
- **HSSC (I.Com) 2001-2003**
Rawalpindi Board of Intermediate & Secondary Education
- **SSC (Arts) 1999-2001**
Rawalpindi Board of Intermediate & Secondary Education

PROFESSIONAL EXPERIENCE

June 2022 – Aug 2024
Assistant Accountant
Educational Services Pvt Ltd

Responsibilities:

- Journal Entry Recording
- Bank Reconciliation
- Process Business Expenses
- Manage Day to Day Transactions
- Managing Company Ledger
- Verify Bank Deposits

March 2020 – Dec 2021
Supervisor
Solochoicez Pvt Limited, Islamabad

Responsibilities:

- Oversees and Supervises the of Subordinate Staff
- Schedule and Monitors Staff Duties
- Evaluate Employee Performance
- Initiates Disciplinary Action When Needed
- Coordinate with Project Management

CONTACT INFORMATION

📍 House No. 58, Street No. 3, Sector 1,
Khayaban-e-Sir Syed, Hairdri
Market, Rawalpindi

📞 +92 3215853904

E-Mail: rukheesaleem@yahoo.com

Domicile Distt: Rawalpindi

Gender: Male

Marital Status: Married

Date of Birth: 11/09/1983

Region: Islam

Nationality : Pakistani

CNIC : 37405 - 0462534 - 1

LANGUAGE SKILLS:

- English
- Urdu
- Punjabi
- (Read, Write, Speak Expert)

COMMUNICATION SKILLS:

- Ability to read, write, speak and understand the English Language.
- Excellent interpersonal, report writing, creative writing, negotiation, and communication skills.
- Good communication skills gained through experience.

PERSONAL SKILLS:

- Good Problem-Solving Skills
- Logical Skills
- Interpersonal Abilities
- Teamwork Skills
- Leadership
- Management Qualities
- Professionalism
- Work Ethics

HOBBIES:

- Photography
- Playing Badminton
- Playing Cricket
- Event Organizing

Jan 2021 – June 2021

Customer Relation / Admin

Opus Inspection Pvt Limited, Rawalpindi

Responsibilities:

- Cash Handling
- Office Administration
- Customer Handling
- Vehicle Data Verification and Entry Management

Aug 2018 – Feb 2020

Facilitation Supervisor (CA-207) Catcos (PVT) Limited

Islamabad International Airport, Pakistan

Responsibilities:

- Provide assistance to passengers on arrival and departure
- Monitor all CAA facilities in lounges on regular interval and reporting
- Monitor the departure and arrival problems
- Extend help to needy passengers in processing of travel formalities
- Keeping good liaison with all agencies, airlines and ground handling companies at IIAP

May 2012 – Feb 2018

Customer Relation Officer

Sybrid (PVT) Limited, Islamabad

Responsibilities:

- Describe products and services
- Assistance customer complaints
- Response to questions and obtain customers information
- Dealing with customers through Online Live chat services.

Oct 2010 – Mar 2011

Billing Executive

Medical Transcription Billing Company, Rawalpindi

Responsibilities:

- Full charge entry and payments posting
- Daily submission and follow up
- Primary , Secondary and Tertiary payer billing
- Real Time financial reporting

June 2009 –June 2010

Trainee / Intern

National Saving Center, Rawalpindi

Responsibilities:

- Dealing of RIC, BSC, SSC and DSC Certificates
- Payments of profits Monthly, Yearly or at maturity
- Issue Profit Cheque Books

REFERENCES:

- Will be Furnished on Demand

TECHNICAL SKILLS

- Microsoft Office.
- Internet and E-mail applications.
- Proficient in operating, Photocopy Machines, Fax and Scanner.

SKILL SET:

- Honest and hard working
- Exceptional interpersonal skills
- Well organized and able to multitask effectively