



Abrar Khalid

As a Virtual Assistant specializing in Data Entry, Payroll, and Assistant Accounting, I bring extensive experience supporting organizational efficiency and financial management. With Seven years in administrative roles, I excel in meticulous data entry, payroll processing, and assisting accountants. I ensure compliance and enhance productivity. With a proactive problem-solving approach, I am ready to deliver exceptional results as a reliable team member..

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📍 Lahore, Pakistan

EDUCATION

B.Com

Allama Iqbal Open University

I.com

Board of Intermediate & Secondary Education,
Faisalabad

WORK EXPERIENCE

Assistant Accountant

Risen Cash & Carry

07/2024 - Present,

Lahore

Achievements/Tasks

- Bank Reconciliation
- Vendor Ledger Reconciliation
- Vouchers Posting
- Daily Expense Posting
- Sale Report Reconciliation
- Maintain Daily Cash Report

Virtual Assistant

Gillani Logix

2019 - 2024,

Achievements/Tasks

- Account Handing
- Sheet Managment
- Customer Services
- Social Media Management
- Personal Assistance

Assistant Accountant And HR Executive

Rainbow Cash And Carry

2016 - 2019,

Achievements/Tasks

- Reports to Head office
- Bank Reconciliation
- Vendor Ledger Reconciliation
- Maintained daily cash book and prepare ledger
- Maintained daily attendance and Monthly Payroll Sheet

SKILLS

MS Word

MS Excel

Quick Book

Zavia Teach

Business Expert

Oracle

T-24

Data Entry

ERP

COURSE

Windows & Office Essentials

- A Comprehensive Course in MS Word, Excel, PowerPoint, Internet Utilities, Hardware Installation, and Windows Installation

CERTIFICATES

AML-CFT-CDD Course

I have completed AML-CFT-CDD Course from Khushalli Microfinance Bank.

Protection Against Phishing Attacks

I have completed protection against phishing attacks from Khushalli Microfinance Bank.

BANCA TAKAFUL PRODUCTS TRAINING

I have completed Pak Qatar bancatakalful produts traing ession from Khushalli Microfinance Bank.

Information Systems Auditing, Controls and Assurance

I have completed Information Systems Auditing, Controls and Assurance from Online Course with Hong Kong University of Science and Technology

LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Professional Working Proficiency

INTERESTS

Reading Books

Travelling

Cricket