

Maaz Mehmood

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ABOUT ME

A determined and driven individual, I aspire to find the opportunity to work in a fast-paced and challenging environment that will encourage me to learn and grow professionally. I am well-versed in the construction industry and am eager to leverage my skills and experience to contribute to the success of your organization.

EDUCATION AND TRAINING

BS Accounting & Finance

National University of Modern Languages [2020 – 06/2024]

City: Islamabad | Country: Pakistan | Final grade: 3.54/4.0

FSc

Model College of Commerce and Science [2018 – 2020]

City: Rawalpindi | Country: Pakistan

Matriculation

Islamabad Model School [2016 – 2018]

City: Islamabad | Country: Pakistan

WORK EXPERIENCE

Payroll Accountant

Prosperity Group [01/2025 – Current]

City: Rawalpindi | Country: Pakistan

- Accurately managed end-to-end payroll processing for employees, including salary calculations, deductions, bonuses, and overtime payments, ensuring timely disbursement of salaries.
- Investigated and resolved payroll discrepancies, such as incorrect deductions, late payments, or employee concerns, ensuring prompt and satisfactory resolutions.
- Utilized and maintained payroll software systems, identifying opportunities to streamline payroll processes and improve operational efficiency.

Account opening officer

Askari Bank [08/2022 – 10/2022]

City: Rawalpindi | Country: Pakistan

- Collaborated with internal departments to ensure timely activation of new accounts.
- Ensured adherence to banking policies, regulatory standards, and internal audit guidelines.
- Proactively followed up with customers to collect missing or incomplete documentation to avoid delays in processing.
- Delivered high-quality customer service to build trust and ensure a positive banking experience.

Data entry Assistant
UBC (Unique Builders and Construction)

City: Rawalpindi | Country: Pakistan

- Accurately entered and updated information into databases, spreadsheets, and systems while maintaining a high level of data integrity and confidentiality.
- Maintained organized digital and physical records by categorizing, labeling, and archiving files systematically for easy retrieval.
- Worked closely with team members and supervisors to streamline data entry processes and identify opportunities for operational improvements.

ORGANISATIONAL SKILLS

Organisational skills

- **Efficient Time Management:** Prioritized and managed multiple tasks and deadlines effectively, ensuring projects were completed on time and within scope.
- **Strategic Planning:** Developed and implemented streamlined workflows and processes, enhancing team productivity and operational efficiency.
- **Attention to Detail:** Maintained accuracy in documentation, data management, and record-keeping, ensuring compliance with company policies and regulations.
- **Resource Coordination:** Organized resources, schedules, and materials for events, meetings, and projects, ensuring smooth execution and optimal outcomes.

LANGUAGE SKILLS

Mother tongue(s): Urdu
Other language(s): English

DIGITAL SKILLS

Professional QuickBooks Accounting software / Data Entry & Organization of Data / Microsoft Office / Tally prime / basic skills in graphic (canva)

References will be furnished upon request.