

RASHID MAHMOOD

S/o Zafar Mahmood

CNIC: 61101-0603091-5

Date of Birth: 10th November 1992.

Current Address: House No. 143, Street No. 21,
Sector G-6-8/1, Islamabad, Pakistan | **Permanent Address:**

House No. 437-C, Street No. 28, Sector G-6/1-2 Islamabad, Pakistan.

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Professional Summary:

Experienced accounts and administration professional with over 5 years of expertise in managing accounts, customer relations, and office administration. Proven track record in financial management, customer service excellence, and operational efficiency. Seeking to leverage my skills in a dynamic organization that values growth and innovation.

Key Skills:

Financial Management, Office Administration. Customer Service Excellence, Data Management, Microsoft Office Suite (Word, Excel, PowerPoint), Problem Solving, Team Leadership, Multi-tasking, Excellent Communication Skills (English, Urdu, Punjabi)

Qualification:

2019	Commerce Masters (M.Com) - <i>Federal Urdu University of Arts Sciences & Technology</i>
2015	Commerce Graduate (B.Com) - <i>Federal Urdu University of Arts Sciences & Technology</i>
2012	I.Com from Islamabad College for Boys G-6/3 - FBISE
2010	Matriculation in Science from Islamabad College for Boys G-6/3 - FBISE

Employment History:

1. Organization: Al-Huda International School *July, 2018 to till date.*

Designation: Accountant.

Responsibilities:

- Oversaw the creation and distribution of monthly fee vouchers for all branches, ensuring timely and accurate billing.
- Acted as the primary liaison between branches and parents to resolve fee-related issues, contributing to enhanced client satisfaction and retention.
- Maintained and regularly updated fee payment records, ensuring compliance with financial regulations and standards.
- Coordinated fee reconciliations, processed online payments, and ensured the accuracy and integrity of financial transactions.
- Managed withdrawal applications, ensuring proper documentation and seamless coordination with the finance department for accurate record-keeping.

- Deposited funds and maintained detailed bank deposit records, ensuring alignment with financial audits and reporting requirements.
- Implemented process improvements to streamline fee reconciliation and enhance the efficiency and accuracy of financial operations.

2. Organization: Globalink International Logistics Group *March, 2017 to July, 2018 (one year)*

Designation: Admin and Finance Officer.

Responsibilities:

- Managed organizational financial accounts, including petty cash, and ensured efficient procurement and inventory management of office supplies.
- Coordinated travel arrangements, accommodations, and meeting room bookings, optimizing cost and efficiency.
- Administered payroll processing, ensuring accurate calculations and timely disbursement, while overseeing the management of invoice payments in compliance with financial protocols.
- Updated and enforced office policies, maintaining rigorous standards for data integrity and document management, ensuring compliance with auditing requirements.

Other Experience

Organization: Hotel Crown Plaza Islamabad *May 2016 to March, 2017 (One Year)*

Designation: Floor Manager

Responsibilities:

- Processed financial transactions, addressed client inquiries, and resolved any concerns with prompt and effective solutions.
- Coordinated group bookings, ensuring accurate records and provided comprehensive tours of facilities.
- Oversaw data management, ensuring the accuracy and integrity of financial records, and organized meetings and conferences to facilitate business operations.

Organization: Sybrid (Lakson Group of Companies) *August 2013 to May 2016 (Three Years)*

Designation: Customer Relationship Officer.

Responsibilities:

- Addressed escalated client concerns, ensuring clear communication of requirements to the team.
- Managed and tracked daily, weekly, and monthly financial targets, providing process improvement feedback.
- Trained new team members and developed comprehensive training manuals to ensure consistent knowledge and performance standards.

REFERENCES: Available upon request.