



✉ muhammadadnanat1114@gmail.com

🏠 Model Town Islamabad Pakistan

📅 Date of birth 22/06/1994

🇵🇰 Pakistani

💻 Open to remote work

📞 +92 343 7836463

Languages

English

Urdu

Interests

Office Management

MS Excel

MS Word

MS PowerPoint

Computer Language

C++

HTML

JAVA

Word Press

Typing Expertise

Software Expertise

Student Management System

Cloud Database

Tutor Expertise

Home Tuition

Academy teaching (Federal Board classes)

Tutor (O and A Level)

Social networks

in

@<https://www.linkedin.com/in/muhammad-adnan-6576592>

Muhammad Adnan

"Motivated and detail-oriented professional seeking to contribute my skills and experience in to a dynamic and growth-oriented organization. Committed to delivering high-quality results and continuous improvement."

Education

MCS

From 2017 to 2019 Arid Agriculture University Rawalpindi, Pakistan
Master of Computer Science

B. Com

From 2011 to 2013 The Punjab University Lahore
Accounting and Finance

Work experience

Assistant Manager (Accounts and Finance)

Since January 2016

Dr A Q Khan School And College Bahria Town Phase-8 Islamabad Pakistan

Accounts and Finance Matters

- Perform daily bank reconciliation to ensure the financial records are accurate.
- Liaise with banks for daily financial transactions, including deposits and withdrawals.
- Prepare monthly income reports to track and analyze the school's income streams.
- Prepare and submit the annual budget report detailing projected and actual financial expenditure.
- Prepare Annual Increments presentation of Admin and Faculty staff.
- Oversee and manage the school's income-related activities, ensuring accurate tracking of all financial transactions.
- Handle all aspects related to student school fees, including invoicing, collections, and record-keeping.
- Work with the finance team to reconcile fee payments and ensure timely transactions.
- Manage the school's public relations by maintaining positive relationships with parents.

Administrative And Students Affairs

- Represent the school in public forums and assist with communication strategies.
- Monitor the subordinate staff by giving instructions.
- Maintain Bio-metric machines for attendance by enrolling the employees.
- Oversee the admissions process for all grade levels (School & College).
- Ensure that all student documents and admissions procedures are followed by school policy.
- Manage the Examination Cell and support the process of paper typing.
- Maintain Board matters, including registration and coordination of board exams.

Assistant Accountant

From February 2015 to August 2016

Pakistan Askari School And College Rawalpindi Pakistan

- Administrative Role
- Students Affairs and Public relations matters
- Accounts and Finance Matters

STO Officer

From January 2014 to October 2014 Almaxi Centre Samundri Faisalabad Pakistan

- Maintain the store transfer outs.
- Maintain the Book Keeping.
- Verification the stock in ware house.
- Maintain the store return note and debit note.
- Generating the tags for selling items.

Computer skills

Office Management

MS Office

Data Analysis

Email