

MUHAMMAD SHAHID



CONTACT

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- 📍 District Mansehra, Khyber Pakhtunkhwa, Pakistan
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SKILLS

- School & Office Administration
- Accounts & Financial Management
- Payroll Processing & Salary Disbursement
- Student Admission & Record Management
- Budgeting & Financial Reporting
- Leadership & Team Supervision
- Communication & Public Relations
- Decision-Making & Problem Solving
- Proficiency in MS Office (Word, Excel, PowerPoint) and



PROFESSIONAL SUMMARY

A dedicated, detail-oriented, and resourceful Administration and Accounts Professional with over 6 years of experience in the educational sector. Demonstrated success in school operations management, financial administration, budgeting, payroll processing, and student affairs. Adept at managing multiple responsibilities efficiently, improving administrative systems, and maintaining strong stakeholder relations.

Committed to leveraging strong leadership, analytical, and organizational skills to support institutional growth and excellence.



PROFESSIONAL EXPERIENCE

Administration & Accounts Manager

Al Ahsan School and College, Oghi 2017 – Present

- Manage day-to-day school administration ensuring seamless academic and operational functions.
- Oversee the accounts department, including budget preparation, financial reporting, expense control, and record maintenance.
- Process and manage monthly payroll for teaching and non-teaching staff with accuracy and confidentiality.
- Supervise student admissions, registration, and record management, ensuring compliance with institutional and government standards.
- Serve as a liaison between parents, faculty, and management, addressing concerns promptly and professionally.
- Implement and maintain administrative systems and digital record-keeping processes to enhance workflow efficiency.
- Collaborate with academic heads for timetable scheduling, resource allocation, and performance tracking.
- Support school management in policy formulation, procurement, and strategic planning.

LANGUAGES

- **Pashto:** Excellent
(Speaking, Listening, Reading, Writing)
- **Urdu:** Excellent
(Speaking, Listening, Reading, Writing)
- **English:** Good
Speaking | Excellent
Listening, Reading & Writing



Telenor Micro Finance bank , 15 OCT 2025 – Present Credit Officer (MSME)

Serving as a loan officer with a strong portfolio and zero PAR.

1. COMPLIANCE

- Conduct loan booking while strictly adhering to KMBL’s procedures and ethical standards. Facilitate the implementation of internal control standards in both letter and spirit.

2. PRODUCT KNOWLEDGE

- Continuously review product and service-related knowledge and recommend areas for improvement based on personal and client feedback.

3. SERVICE QUALITY

- Meet internal standards and ensure no service-related complaints are received from customers.

KEY RESPONSIBILITIES

- Business Growth
- Product Introduction
- Service Quality
- Customer Relations
- Loan Portfolio Management
- Customer Mobilization

- Handle all types of loans including agriculture, enterprise, school, and gold loans.
- Ensure service delivery within the defined Turnaround Time (TAT) for all credit cycle steps.
- Conduct business appraisal, investigation, and verification of collateral

EDUCATION

Master of Business Administration (MBA - Finance)

- Hazara University, Mansehra Campus | 2012 – 2015
- CGPA: 3.00 / 4.00

Bachelor of Science (B.Sc)

- Hazara University, Mansehra | 2012
- Marks: 318 / 550

Intermediate (F.Sc)

- Board of Intermediate and Secondary Education, Abbottabad | 2009
- Marks: 656 / 1100

Matriculation

- Board of Intermediate and Secondary Education, Abbottabad | 2007
- Marks: 606 / 900

Diploma in Information Technology (DIT)

- 1-Year Diploma in IT Applications and Office Management

HOBBIES

- Reading books on management, leadership, and personal development
- Engaging in community and educational activities
- Learning new computer and accounting software
- Traveling and exploring cultural and historical places
- Participating in social welfare and volunteer programs