

JALWA SYED

ADMINISTRATOR



CONTACT ME AT



Peshawar



syedjalwa7@gmail.com



03005964950

SKILLS SUMMARY

●●●● Project Management

●●●● Appointment Setting

●●●● Data Entry

●●●● Internet Research

●●●● Office Software

●●●● Apps

●●●● Graphic Design

PERSONAL PROFILE

Detail-oriented and reliable professional with 5 years of combined experience in office administration and accounting. Proven ability to manage daily administrative operations, maintain organized documentation, and support financial activities including bookkeeping, payroll processing, invoice generation, and inventory tracking. Skilled in using accounting software like QuickBooks for data entry and financial reporting. Adept at managing records, handling staff coordination, preparing monthly reports, and ensuring smooth office workflow. Known for strong organizational skills, accuracy, and a proactive approach to problem-solving in fast-paced environments.

WORK EXPERIENCE

Office Administrator and Accountant **Elysian BioMedical LLP**

June 2025 - Current

- Managing day-to-day administrative operations and ensuring office efficiency.
- Handling accounting data entry in QuickBooks, including journal entries, invoices, and expenses.
- Preparing payroll, balance sheets, and monthly financial reports.
- Creating and managing delivery challans, purchase orders, and sales invoices.
- Overseeing inventory and stock management to ensure accurate supply tracking.
- Maintaining organized filing systems and handling all documentation processes.
- Responsible for KPRA and Sales Tax filings, ensuring compliance with taxation policies.
- Support internal audits and assist with tax documentation and submissions.

Administrator

Rk Academic/ Forces School & college system

2021- June 2025

- Manage day-to-day operations and administrative tasks across four branches of RK Academic.
- Coordinate with branch managers and staff to ensure smooth operations and adherence to policies.
- Serve as a primary point of contact for public inquiries, providing timely and professional responses.
- Liaise with government offices for regulatory compliance, permits, and documentation.
- Handle accounts receivable and payable, ensuring accuracy and timeliness in financial transactions.
- Prepare and maintain reports on branch activities, financial performance, and administrative operations.
- Organize and oversee special projects and events, including workshops, seminars, and promotional campaigns.
- Implement administrative policies and procedures to streamline operations and enhance efficiency.
- Train and supervise administrative staff to ensure compliance with organizational standards and procedures.

EDUCATION HISTORY

Master Psychology

Islamia University Peshawar| 2019

Postgraduate certificate|2022

Professional clinical hypnotherapist