



MUHAMMAD ABUBAKAR

Skilled in cash handling and customer service, with a strong ability to manage transactions accurately and resolve issues effectively. Adept at maintaining organizational standards and handling challenges positively.

Experiences

Data Entry Coordinator |2023-12 / Current

Emirates Cooperative Society (Dubai)

- Managed purchase orders, LPOs, and GRVs.
- Supervised cashier operations and cash management.
- Coordinated branch stock transfers efficiently.
- Updated supplier records using Microsoft Dynamics.
- Optimized cash inflow/outflow processes.
- Ensured accurate inventory and data management.

Administrative Officer |2021-03 / 2022-05

Spectrum Public School (Pakistan)

- Processed and managed fee transactions with precision and accuracy.
- Resolved complex administrative issues effectively and promptly.
- Handled customer inquiries and provided timely solutions efficiently.
- Corrected data entry errors swiftly to maintain accuracy.
- Implemented process improvements for better overall efficiency and effectiveness.

Junior Accountant |2020-01 / 2021-02

H&S Aluminum Accessories (Pakistan)

- Recorded and processed financial transactions accurately.
- Monitored and ensured expense accuracy.
- Streamlined financial record-keeping.
- Maintained clear and compliant financial records.
- Resolved discrepancies and supported reporting.
- Managed financial data entry and organization.

Education



University of Punjab (Pakistan)
Bachelors of Commerce (2020)

Certifications




ANOM SOLUTION 2016-07

Microsoft Office

Skills

- Data Entry Management
- Microsoft Dynamics
- Purchase Order Processing
- Customer Service
- Cash Management
- Transaction Accuracy
- Regulatory Compliance
- Issue Resolution
- Communication Skills
- Organizational Abilities

Languages

- English 
- Hindi 
- Punjabi 
- Urdu 

Contact



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