

Qaisar Iqbal

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QID: 290 586 14 736 (Exp 18-11-2026)



PROFESSIONAL SUMMARY

Results-driven administrative assistant with 5 year's of experience supporting executives and managing office operations. Proficient in MS Office Suite, Bookkeeping, calendar management, managing high-volume data entry, travel coordination, skilled in communication and collaboration, with a strong focus on accuracy and meeting deadlines. Proven ability to prioritize tasks, maintain confidentiality, and ensure smooth office workflows.

WORK EXPERIENCE

Accountant

Pioneer's Superior Science School and College • Attock, Pakistan

Jan 2020 - Nov 2025

- Maintained accurate financial records for school and college.
- Recorded daily transactions, journal entries, and general ledger updates.
- Managed accounts payable and receivable, including student fees and vendor payments.
- Prepared monthly and annual financial statements, and reports.
- Reconciled bank statements, cash books, and ledger accounts.
- Handled payroll processing for teaching and non-teaching staff.
- Managed budgeting, expense tracking, and cost control.
- Used accounting software and Excel for data entry, reporting, and analysis.

Administrative Assitant

Pioneer's Superior Science School and College • Attock, Pakistan

Feb 2016 - Jan 2020

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person

Customer Service Representative

Ascend Communication • Attock, Pakistan

KEY RESPONSIBILITIES

April 2014 - Nov 2015

- Handle customers inquiries, complaints, billing questions.
- Managed a high volume workload within a deadline - driven environment.
- Consistently met performance benchmarks in all areas (speed , accuracy, volume).
- Earned 100% marks in all categories including communication skills, listening skills, problem resolution and politeness.
- Completed voluntary customer services training to learn ways to enhance customer satisfaction and improve productivity.

EDUCATION

Masters of Commerce

Oct 2016 - Oct 2019

Virtual University of Pakistan • Lahore, Pakistan

- Business Communication
- Financial Management
- Introduction to Sociology
- Financial Accounting
- Cost Accounting
- Principles of Management
- Performance Management
- Human Resource Management
- Business & Labor Law
- Training & Development

SKILLS

- Typing Speed 45 Words Per Minute
- MS Office (Word, Excel, Power Point)
- Adobe Illustrator (Logo Design, Business Card Design)
- Quickbook (Computerized Accounting Software)
- Peach Tree (Computerized Accounting Software)
- Internet, Email, Web Browsing
- Driving (Motor Car)
- Effective communication skills
- English Language Proficiency
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PROFESSIONAL CREDENTIALS

- Teacher/Educator (Financial and Cost Accounting)
- **LANGUAGE**

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- English (Fluent)
 - Urdu (Native)
 - Chinese (Basic)

NOC: NOC Available and can join immediately.