

MUZAMIL ALI SOOMRO

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Qatar Address: DOHA, QATAR

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PROFESSIONAL SUMMARY

Detail-oriented Accounts and Administration professional with over 5 years of experience in financial operations, data processing, payroll support, document control, and office administration within government and World Bank project-based environments. Proficient in QuickBooks, financial reporting, accounts payable/receivable, bank reconciliation, and administrative coordination. Strong analytical, problem-solving, and organizational skills with a proven ability to ensure accuracy, compliance, and process efficiency. Currently based in Doha, Qatar, with immediate availability.

CORE COMPETENCIES

Document Control & Records Governance
Electronic & Digital Filing Systems
Time Management, Accuracy & Confidentiality
Accounts Payable & Receivable Management
Payroll Processing & Employee Records
Bank Reconciliation & Cash Flow Tracking
Financial Reporting & Data Analysis
Accounting Software /QuickBooks
Administrative Operations & Office Coordination
Data Management, Validation & Archiving
MS Office Suite

WORK EXPERIENCE

Data Processing Assistant - Accounts

Sindh Integrated Health & Population Program, Karachi Pakistan

August 2023 - January 2024

- Managed financial transactions, data entry, and reconciliations with high accuracy
- Assisted in invoice processing, payments, and receipt tracking
- Verified financial data and supporting documents for audits
- Ensured compliance with government financial policies and internal controls

Data Processing Assistant

Finance Department, Government of Sindh, Karachi Pakistan

Nov 2017 - Dec 2021

- Processed large volumes of financial and administrative data across multiple systems
- Assisted in budget planning and expense tracking to optimize financial resources
- Prepared management and HR reports and dashboards to support data driven decision making
- Maintained data accuracy and documentation standards

EDUCATION

Master of Business Administration (MBA) - International Business & Marketing Management

Cardiff Metropolitan University, UK | 2015 - 2016

- Specialized in Strategic Business Planning and Marketing Strategies

Bachelor of Business Administration (BBA) - Finance & Business Management

University of Sindh, Pakistan | 2007 - 2010

- Specialized in Accounting, Investment Analysis, Human Resource Management, and Business Strategy

CERTIFICATIONS & TRAINING

Financial Risk Management - London School of Business & Finance, UK (2012)

Project Management Level 1 - Brentwood Open Learning College (2024)

Cloud Computing - NAVTTC, Government of Pakistan (2023)

TECHNICAL SKILLS

Accounting Software: QuickBooks, MS Excel (Advanced), Tally ERP

Administrative Tools: CRM Systems, Database Management, Office Management

Reporting: Budgeting, Tax Compliance, Payroll, Financial Analysis

LANGUAGES

English - Fluent | Urdu - Fluent, Sindhi - Native