



SAQIB HUSSAIN

MASTER OF BUSINESS ADMINISTRATION
(MBA)

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EMPLOYMENT HISTORY

Billing Executive – IPI (Pvt) Limited

(01 March 2019 to 30 September 2021)

JOB DESCRIPTION

- Issue and post bills, receipts, and invoices
- Update accounts receivable database with new accounts or missed payments
- Update accounting records with new payments, balances, customer information etc.
- Collect all information needed to calculate bills receivable (order amounts, discount rates etc.)
- Answer questions and handle complaints from customers regarding bills
- Passing journal entries
- Reviewing general ledger on monthly basis
- Preparing bank reconciliation statements on monthly basis

Customer Service – Careem Franchise

(19 July 2018 to 15 February 2019)

JOB DESCRIPTION

- Dealing with and satisfying customers

Internee – Deputy District Education Officer

(01 March 2017 to 31 March 2018)

JOB DESCRIPTION

- Preparing monthly payrolls, adhoc allowances, tax deductions and allowances of employees
- Getting approval of payrolls from higher management
- Visiting different schools to ensure compliance with relevant instructions
- Reviewing agreements with contractors
- Reviewing job completion documents before release of payments

PROFESSIONAL TRAINING & COURSES:

- Computer Course
- English language course
- Graphic Designing
- Orange HRM
- Quick Books

PROJECTS DURING STUDIES:

- Education expo with **Jang**
- Work on Data base system with **Federal University**
- Strategic management for **Q mobiles**
- Orange HRM with **Baharia Town**
- Managerial study with **TIG FRIDAY**
- **Research work** on **Training and employees performance**

QUALIFICATIONS:

- **Master of Business Administration (MBA)** (2013-2017)
Federal Urdu University, Islamabad.
- **Bachelor in Commerce (B.Com)** (2011-2013)
University of Peshawar, Peshawar.
- **Inter in Commerce (I.Com)** (2009-2011)
Board of Intermediate Education, Karachi.
- **Matric in science** (2007-2009)
Federal Board, Islamabad.