

**Vivek**

[**Vivek.367081@2freemail.com**](mailto:Vivek.367081@2freemail.com)

**PROFILE**

Current Accounts & Administrative Office Manager. Versatile, reliable and efficient with 2+ years experience supporting managers and executives in high paced environments. Diversified skills include client relations, human resources, recruiting, project management, and administrative support. Excellent phone and digital communication skills.

**PROFESSIONAL EXPERIENCE**

**Admin And Accounts, Safco Support Foundation**

Hyderabad, Pakistan (January 2015-Present)

**Core Duties & Responsibilities**

* Maintains accounting records by making copies; filing documents.
* Reconciles bank statements by comparing statements with general ledger.
* Present ideas and their execution in a smooth way.
* To ensure that the Branch Is working as per the defined company policies and procedures.
* Act as focal point for all related issues of the assigned Branches and also co-ordinate with different departments to ensure smooth operations at the Branch.
* Greet customers with radiant and positive behavior in telling them the Company Policies, Loan procedure And Repayment Schedule
* Verification on Our Bank’s Database System.
* Verification On State Bank Data Base For The Loan Default And Defaulter Clients From Another Banks.
* Maintain Inflow And Outflow Of Cash Of Branch To Bank.
* Caretaker Of Petty cash Of Branch
* Maintain Field And Official Expenses
* Make Monthly Progress Reports At The End Of The Month.

**EDUCATION**

* **University of Sindh, Hyderabad, Pakistan**

Bachelors of Economics (B.A Part 1) Jan 2016- Dec 2016

Bachelors of Economics (B.A Part 2) Jan 2017- Continue

* **Memon Academy Higher Secondary School, Shahdadpur, Pakistan**

Higher Secondary School Certificate in Engineering Aug 2011-Aug 2013

### **Key Competencies**

* Acting as a Team Player
* Worked as Event Coordinator
* Ability to accept & learn from criticism
* Working well under pressure
* Sales Report and Correspondence
* Good Vendor, Staff and Customer relations skills
* Innovative thinking strategy
* Self-Discipline

**Leadership Skills**

* Achieved various Academic Awards and Merit certificates
* Excellent Interpersonal, Presentation and Communication Skills

### **Computer Skills**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Google Earth
* Good browsing & searching techniques

### **Soft Skills**

* Positive Attitude
* Time Management
* Adjustable in almost every environment.
* Problem Solving Skills

**LANGUAGES**

* **English**- Excellent reading, writing and speaking
* **Urdu/Hindi -**Native proficiency
* **Sindhi**-Native proficiency

**OTHER INTERESTS**

* Team Player, Volunteering, Reading, Music and Playing Cricket.

**Trainings**

* Essentials Of Accounts And Admin In HID Safco March 2017

**REFERENCE**

* References can be furnished upon request.