



MUHAMMAD DANIAL

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⚙ SKILLS

CRM
Catalyst
MTS System
Data entry
Ms Office
Ms Excel

☀ PROFESSIONAL PROFILE

Detail-oriented and result-driven professional with a strong background in accounts receivable, customer service, and data management. Proficient in utilizing various software tools including CRM, Catalyst, MTS System, Ms Office and Ms Excel. Skills in managing incoming payments, reconciling accounts, issuing invoices, and maintaining accurate transaction records. Adept at communicating with clients to ensure timely collections and resolve payment discrepancies.

👛 EXPERIENCE

AL HUDA GROUP OF COMPANIES

Accounts Receivable

Al Huda Group of Companies, Islamabad.

- Manage and process incoming payments from customer
- Reconcile accounts and resolve payment discrepancies
- Issue invoices and maintain accurate transaction records
- Communicate with clients to follow up on overdue payments and ensure timely collections

22-July-2023 - Till
working

Daewoo Express Bus service Ltd

Booking and Ticketing officer

- Book and confirm tickets for passengers
- Maintain sales records
- Recover passenger luggage.

April 2021 -
October 2021

M.Hayat & Bro.

Salesman

Acquired 8 months experience as a salesman at M. Hayat & Bro. Furniture shop.

October 2022 -
June 2023

Islamabad Club Golf Course

self employ

Part time job as caddy work,
Caddy work in local tournaments.

July 2018 - Dec
2023

Local Tuck Shop

salesman

Gained 6 months experience as a salesman at a local tuck shop

August 2017 -
February 2018

🎓 EDUCATION

University of Lakki Marwat

M.A Economics

2022

Quaid e Azam



B. Com

2019

☀ LANGUAGE

English
Urdu
Punjabi

EXTRA-CURRICULUM

-  Gold medalist in Football Tournament from Quaid e Azam University.
-  Bronze medalist in Hockey Tournament from Quaid e Azam University

HOBBY

Reading
Sports man