



## Contact

### Phone

+971 582859879

### Email

[Bakhatghumman12@gmail.com](mailto:Bakhatghumman12@gmail.com)

### Address

Al Satwa Dubai

### Linked In

Bakhat Hussain

## Education

### 2018

Degree: Masters of Business Administration  
MBA(HRM)  
University: University of Sargodha, Pakistan  
2016-2018

### 2015

Degree: Bachelors of Business Administration  
BBA(Banking And Finance)  
University: Government College University  
Faisalabad, Pakistan 2011 - 2015

## Expertise

Microsoft Office

Documentation

Data Entry

Reporting

Market Research

Filing

Client Relations

Persuasion

## Languages

English

Urdu

Hindi

Punjab

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# Bakhat Hussain

## Objective:

To add a value for a company by using my experience, managerial and organizational skills and educational background to work efficiently as an individual and in a team

## Experience

### April 2018 - April 2020

**Company Name:** AL Karam Textile Mills Pvt Ltd

**Job position:** Account Assistant

### Job Description:

- Reconcile invoices and identify discrepancies.
- Create and update expense reports.
- Process reimbursement forms.
- Prepare bank deposits.
- Maintain digital and physical financial records
- Check spreadsheets for accuracy
- Enter Financial transactions into internal data bases
- Issue invoices to customers and external partners as needed
- Review and file payroll documents
- Participate in quarterly and annual audits

### May 2020 - Oct 2022

**Company Name:** Unilever Pvt Ltd

**Job position:** Admin Assistant

### Job Description:

- Answer and direct phone calls.
- Organize and schedule appointments.
- Plan meetings and take detailed minutes.
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system
- Update and maintain office procedures and policies
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expenses reports
- Preparing and editing, letters, reports, memos and emails