



# ABUBAKAR JAMIL

BUSINESS ADMINISTRATOR CUM ACCOUNTANT

+974 7125 7370 | abubakarjamil4@gmail.com | 4th  
Floor, Flat no 14, Building 46B, Zone 16, Street # 220, B Ring  
Road Umm Ghuwailina, Doha.

## EDUCATION

**BAHAUDDIN ZAKARIYA  
UNIVERSITY, MULTAN**  
BBA HONS. | CGPA 3.5  
2015 - 2019

**PUNJAB GROUP OF  
COLLEGES, LAHORE**  
INTER. PRE ENGINEERING  
2012 - 2014

## FIELDS OF INTEREST

- Accounting & Finance
- Administration
- Marketing
- Management

## SKILLS

- MS Excel
- MS Word
- IT Knowledge

## OBJECTIVE

To secure a position within an organization, where I can be a member of a team and utilize my business experience to the fullest.

## WORK EXPERIENCE

### AA EXCHANGE COMPANY

REMITTANCE OFFICER | Dec 2021 – On Going

- Western Union Inward Outward.
- Money Gram Inward Outward.
- Maintain Cash Opening And Closing Sheet.
- Currency Sale Purchase.

### COLLEGE OF TOURISM AND HOTEL MANAGEMENT

ADMIN ASSISTANT | Jan 2020 – Jun 2020

- Responsible of Data Entry and File's management.
- Responsible of Receiving Client Calls and Guiding them for Courses.
- Updating Data from Form to Online Portal.
- Responsible for Maintaining Discipline among Students.

### PAKISTAN POST

INTERNEE | Dec 2019 – Dec 2020

- Responsible of Data Entry .
- Responsible of Stamping Mails before Delivering to Required Destination.
- Responsible of Entering Mail Number in a System.

### CRAFTECH ENGINEERING

ADMIN ASSISTANT | Jan 2019 – Nov 2019

- Assisting Accountant for Handling Expense Vouchers.
- Collecting and Depositing Cash in Bank.
- Checking Records of Inventory In and Out from Factory.