

# Haroon Afzaal



## Contact

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## Languages

English  
Urdu  
Punjabi

## Software Skills

Zoho  
Wave  
Zero  
Quick books  
Peachtree  
POS

## Objective

To enhance my knowledge & capabilities by working in a dynamic organization that prides itself in giving substantial responsibilities to new talent.

## Skill Highlights

- Strong decision maker
- Complex problem solver
- Innovative
- Service-focused

## Experience

- COMSATS Univeristy Islambad  
Junior Assistnat  
March, 2017-Present
- Monal Group of Companies  
HR Officer  
January, 2016-March, 2017
- Suzuki Azim Motors Islamabad  
Accounts Officer  
January, 2014-December, 2015

## Education

- HSSC  
AIOU (2024)
- SSC  
FBISE (2012)

## Responsibilities

- Provide Administrative Support E.g. Supervision of admin staff, transportation, Maintain Store Records, Maintain Fixed Assets record of assigned campus, Support Accounts department during internal and external audits, Preparing attendance record of employees, Procurement.

## Other Experience

- Freelancing  
Upwork  
Fiver