

MUHAMMAD NISAR

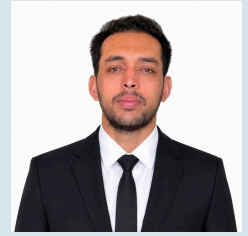
Accounts and Administration Officer

✉ nisarkhattak633@gmail.com

📍 Doha Qatar

☎ +97471609008

📄 Resident visa



Profile

Commerce Graduate with experience in Banking, Business Development, Sales & Marketing, Accounting, and Administration. Skilled in customer service, account management, financial reporting, documentation, and client handling. Proficient in MS Office, T24 Banking System, and Oracle. Hardworking, honest, and quick learner seeking a job opportunity in Qatar to contribute to company growth.

Core SKILL

Business Development
Sales & Marketing
Customer Relationship Management
Banking Operations
Account Opening
EKYC Processing
Accounting & Bookkeeping
Financial Reporting
Budgeting & Cost Control
Invoice Processing
Payment Tracking & Reconciliation
Property Sales & Real Estate Marketing
Lead Generation & Client Follow-up
Communication & Negotiation Skills
Documentation & Record Management
Email Writing and professional Communication
MS OFFICE

Language

Urdu
English
Pushto

SOFT SKILL

- Communication
- Customer handling
- Teamwork
- Problem solving
- Time management
- Adaptability
- Responsibility
- Quick learning
- Interpersonal skills

DIPLOMA

- NEBOSH
- IOSH
- OSH

Experience

Business Development officer, Allied Bank Limited

2025 – 2026 | Islamabad

- Generate new business leads and clients
- Build and maintain strong customer relationships
- Promote company products and services
- Conduct market research
- Identify opportunities
- Follow up with clients to convert sales
- Prepare proposals and quotations
- Negotiate and close deals
- Achieve monthly sales targets
- Maintain customer database and reports

Accounts Officer, Khattak Marble Mining Private Ltd

2022 – 2023 | Buner

- Monitored machinery and daily fuel (diesel/petrol) usage
- Prepared invoices for fuel and mining operations
- Managed labor attendance and daily wage sheets
- Tracked maintenance and operational expenses
- Assisted in budgeting and monthly payment reports
- Handled product costing and expense control
- Maintained financial records and documentation

Accounts & Business Development Executive,

Pehchan Enterprises (Private) Ltd

2020 – 2022 | Islamabad

- Property marketing (rental, commercial plots & shops)
- Lead generation and client handling
- Customer requirement analysis
- Property sales and negotiations
- Property registry & Intiqal support Client
- Follow-up and relationship management
- Payment tracking and installment management
- Closing deals and maintaining records

OAS Internee, Zong Cmpak

01/2023 – 03/2023 | Islamabad Head office

- Monitored security guards' duties and shift performance
- Operated CCTV surveillance and control room monitoring
- Managed visitor entry and access control system
- Maintained security logs, duty sheets, and records
- Ensured HSSE safety and security compliance
- Checked security equipment (scanner, safety tools, etc.)
- Coordinated visitor approvals and reporting via email

Education

Federal Urdu university of arts & sciences technology,

Bachelor of Commerce

2019 – 2024 | Islamabad/Pakistan

BS Commerce Research Project: Conducted research on the application of Artificial Intelligence (AI) and Machine Learning in Business and Finance, focusing on their role in improving decision-making, customer service, business operations, and financial management.

Education

Diploma In Commerce, Government of management sciences

2017 – 2019 | thana/Pakistan