

Mohsin Abid

Admin at Friends Education

Contact

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Agha Abid House, Near Musjid ismail,
Pola jutt Street, Sialkot Road, GRW, PK.

About Me

A versatile professional with a solid foundation in Commerce and Management Sciences, actively expanding expertise into Computer Science. Demonstrates a proven track record in academic administration, financial management, and operational leadership across diverse educational and corporate environments. Passionate about leveraging data-driven solutions and tech-forward strategies to streamline workflows and drive sustainable institutional growth.

Skills

- Management Skills
- Creativity
- Adaptability
- Negotiation
- Critical Thinking
- Leadership

Education

BSCS (Continue)
GOMAL UNIVERSITY 2025-2026

BSCS student at Gomal University, graduation expected in 2026

M.COM 1.5 (Management Sciences)
Punjab University (G.C) 2017-2019

Research Work: "Mediating Role of Supply Chain Performance Between Supply Chain Management Practices and Operational Performance in Ceramic Retail Stores of Pakistan."

B.S Commerce (Hons) Financial Management
Punjab University LHR 2012-2016

I have completed my BS Commerce (Honours) in Financial Management from Punjab University, Affiliated College, Government Graduate College Satellite Town, Gujranwala (Boys).

Intermediate in Commerce
Govt. Graduate College Satellite Town (Boys) 2010-2012

Completed Intermediate with First Division from BISE GRW

Matriculation
Prime Public School GRW. 2008-2010

Completed Matric with First Division from BISE GRW

Experience

Visiting Lecturer
Govt Graduate College Satellite Town GRW 2017 till Present
Served as a Visiting Lecturer (Commerce) at Government College.

Admin / Coordinator 2017 till Present
Friends Education Satellite Town
Experienced Administrator and Coordinator at Friends Education Centre, dedicated to streamlining daily school operations and academic scheduling. I expertly manage student enrollments and facilitate seamless communication between faculty & students.

Senior Accountant (Admin)
Jalandhar Sweets (Rail-bazar) 2024 till present
I manage accounts, expenditures, and administration at a sweets shop, overseeing financial records, budgeting, inventory control, and supplier coordination to ensure smooth operations and cost-effective resource utilization.

Junior Accounts And Admin
Tahir & Company 2014 - 2017
I managed accounts, administration, invoice processing, and file management at a tax consultancy firm, ensuring accurate financial records, compliance with tax regulations, and efficient documentation for smooth business operations.

Rana Umer General Store 2012-2014
H.R and Administration
I managed HR and administration at a general cash and carry store, overseeing inventory control, staff management, and equipment maintenance to ensure smooth operations and efficient resource utilization.

References

Sidra Manzoor
Manager at Friends Education
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