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| PERSONAL INFORMATION | Muhammad Adnan Zafar |
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|  | House number 79, Block number 8, Dera Ghazi Khan, 32200, Pakistan |
| 0092-304-0986900  0092-331-7300150 (Watts app number) |
| [Zafarmuhammad751@ymail.com](mailto:Zafarmuhammad751@ymail.com) |
| N/A |
| N/A |
| Sex Male | Date of birth 26/02/1983 | Nationality Pakistani |Blood Group AB+ |

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***OBJECTIVE:***

To provide comprehensive support services to the immediate officer. This will ensure a professional, responsive and effective experience with the Organization / Institute as a whole. Provides sophisticated calendar management. Prioritizes inquiries and requests while conflicts with little guidance. Develop my career while acquiring the core educational background. I want to get better future in the field of Accounts. I will keep me aware the latest knowledge and development myself for the good work. Moreover, I have a good knowledge of computer skills, because of Computer educational Background.

***QUALIFICATION:***

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| **Qualification** | **Major Subject** | **%** | **Board/University** | **Passing Year** |
| **Matriculation** | Science | 52 | B.I.S.E, DG Khan | 1999 |
| **Intermediate** | Commerce | 60 | P.B.T.E, Lahore | 2001 |
| **Graduation (BCS)** | Computer Science | 71 | A.I.O.U, Islamabad | 2005 |
| **Masters (MBA)** | Finance | 65 | A.I.O.U, Islamabad | 2008 |

***WORK EXPERIENCE:***

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| **Sr. No** | **Institution** | **Designation** | **From** | **To** |
| **1** | STAR Academy, DG Khan Campus. | Accounts Manager | June 2022 | To Date |
| **2** | Orison Academy System. DG Khan | Accounts Officer | September 2020 | December 2021 |
| **3** | STAR Institute Lahore, DG Khan Campus. | Accounts & Admin Manager | April 2018 | Nov. 2019 |
| **4** | South Punjab Institute of Science & Technology (SPIST) | Admin & Accounts Officer | Nov. 2015 | Dec. 2017 |
| **5** | SHAHZAD AMBULANCE SERVICES (SAS) | Admin & Accounts Manager | Oct.2014 | March. 2015 |
| **6** | PATTAN DEVELOPMENT ORGANIZATION | Accounts Officer | Feb. 2013 | Dec. 2013 |
| **7** | Supreme Fuels Trading FZE | Cash Collection Officer | Jan. 2012 | Jan. 2013 |
| **8** | Knowledge in Preparatory School (KIPS) | Accounts Officer | June. 2009 | June. 2010 |

**Experience As Lecturer, Visiting Faculty Computer Science:**

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| **Sr. No** | **Institution** | **Designation** | **From** | **To** |
| **1** | Govt. Technical Training Institute. TEVTA | Computer Instructor, (Visiting) | 16th March 2009 | 26th Nov.  2009 |
| **2** | Ali Institute of Modern Sciences | Visiting Lecturer MIS | Feb. 2009 | Aug. 2009 |
| **3** | Govt. Post Graduate College DG Khan | Lecturer Computer | March 2009 | Feb. 2010 |
| **4** | Al Asar Development Org. | Computer Instructor | June 2014 | Dec. 2014 |

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| --- | --- |
| Job-related skills | ***Responsibilities: as Accounts Officer / Admin Officer***   * Managing daily cash balances * Forecasting cash payments and anticipating challenges arising from limited cash flow. * Maintain banking relationships and negotiating. * Preparing and presenting financial reports for meetings and investors. * Performance by business unit and on consolidated basis. * Creating solutions to new financial challenges by applying financial/treasury knowledge. * Liaising with other departments and business units on a range of issues. * Providing advice on financial matters impacting on the company as a whole. * Taking responsibility for, and supervising the work of, more junior members of staff * Preparing financial reports and submissions to relevant government entities Arranging financial audits and reviews as required. * Banking money and check received and issuing receipts as requested or needed * Maintaining and transferring money between bank accounts as required Payment of invoices and fees as required or otherwise instructed. * Good command of quality control processes (currently responsible for quality Accounts, Admin, Audit, Sales etc.) |

1. ***Projects during the Study:***
2. ***At Bachelor Level:***

* Database of School (Oracle 8i) with Developer 2001. **Schooling and teaching System**:

It is a Data Base application it was an opportunity for the principle and teachers. Normally all schools have data base for maintaining the data to get information. Majority of these schools receive info1rmation through different medium manual work is required to receive this information, categorize them, send them for review, evaluate reviews and send acceptance or rejection notifications to writers. This project aims all this process to be completely web based and automated.

***b) At Master Level Thesis:***

* MS Office ware “**Internship Report on, The Bank of Punjab**”

As a student of MBA where the theoretical study is held for understanding the concepts of the business world in term of Finance and Marketing, there also a practical work is compulsory. So for this I did an internship by the Recommendation of the University and the financial institution. I did work as an internee at The Bank of Punjab for three Months.

***PROFESSIONAL SKILLS:***

* + MS Office & IT Skills
  + Interpersonal & Communication Skills
  + Administration & Marketing Skills
  + Teaching & Training Skills
  + Translation Skills (English to Urdu & Native languages)
  + Maintenance Work

***LANGUAGES:***

* *Mother Tongue: Sarike*

*Other languages Urdu, English, Punjabi, Arabic*

***DRIVING LICENCE:***

* *LTV: Car, Jeep, Motor Bike*