

# ISHRAT KOUKAB

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## Objective

Seeking a challenging / long-term career where I can utilize my professional and educational skills, being energetic and honest to my job and capable to work in a progressive environment.

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## Key Profile

An Experience of around 10 years in a leading school system in various capacities, having sound knowledge of system and procedures. Equipped with interpersonal communication and leadership skills, also capable of taking initiative with a sound ability to take timely decisions and meet deadlines. Adopts easily to changing situation/environment and technology. Vast experience in the following

- Campus Administration/maintenance.
- Public handling.
- Monitoring Accounts.

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## Professional Experience

### Accounts

#### Crescent Model Higher Secondary School

#### Lahore

Service Period: 2017 till 2022

- Verifying and authorizing monthly payroll process and posting in system and disbursement of monthly salaries
- Prepare Final settlement of employees.
- Verify and Prepare employee loan account
- Preparing bank and Cash Payment/Receipts vouchers.
- Preparing of Students Refundable Security Cheques.
- Monitor and maintain Cash Control procedures.
- Account Receivables Analysis and control, keeping track of student dues, unpaid list, follow-up status check and frequent recon with bank statement.
- Coordinate with the external Auditors for timely completion of Annual Audit.
- Prepare and manage Provident fund financial statement.

### Administrator

#### Crescent Model Higher Secondary School

#### Lahore

Service Period: 2012 till 2017

Monitoring/handling the queries regarding the different aspect of

- Accounts
- HR/Payroll
- Student Information
- General Administration  
Day to day operations, Procurements, uplift/repair & maintenance of building, furniture and fixture, transportation, security & safety, arrangement of school events, fixed Assets inventory, store and consumables stock maintenance.
- Receive and check goods and supplies and take them to the appropriate place for storage.
- Carrying out any reasonable instructions of the vice Principal/Headmaster/Headmistress relating to the cleaning and maintenance of school.
- Dealing with Vendors.

## Education

- M.A English University of Agriculture Faisalabad
  - Bachelors of Arts University of the Punjab Lahore
  - Fine Arts (F.A) BISE Lahore
  - Matriculation BISE Lahore
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## Certificate Courses

- Diploma in Typing & Short Hand from Fauji Foundation (VTC) Lahore
  - Diploma in Computer Sciences (DCS) from Fauji Foundation Institute of Computer Sciences Lahore.
  - Skills in Administration from PIMS Lahore.
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## Soft Skills

- MS Office
- Administration Skills, Team Management and Record Keeping.