

# **Muhammad Munawar Khan**

C/o Finance Department, Fauji Fertilizer Company Limited, Goth Machhi  
Sadiqabad, District Rahim Yar Khan. Cell # 0092 300 8775728  
Email: munawar729@gmail.com



## **Personal Information**

Father's Name : Muhammad Anwar Khan  
Date of Birth : 1st January 1983  
CNIC # : 31303-7272258-9  
Nationality : Pakistani  
Domicile : Rahim Yar Khan, Punjab  
Religion : Islam  
Marital Status : Married  
Passport No : PL4122581  
Residence Country : Punjab, Pakistan

## **COMPUTER EDUCATION**



- o 01 Year Computer Diploma (ADIT)

## **COMPUTER SKILLS**

- o Microsoft office (MS Excel, MS Word, MS Power Point)
- o Typing (English, Urdu & Arabic)
- o Internet browsing + Email
- o Portal, Data Entry, Payment Data, Invoice Data, Material Issue Voucher, PR Creation, Stationery Data, Safety Shoes MIV in SAP etc)
- o Printing
- o Scanning

## **MAIN RESPONSIBILITIES**

I am working in FFC Finance Department, Goth Machhi as Computer Operator on Annual Contract through contractor from October 25, 2002 to date and performing following jobs:-

- ♣ Typing of Letters, Faxes and Filing
- ♣ Preparation of Trip Request & Expense for Management & Staff Employees
- ♣ Acting Arrangement, GAW Initiation & GAW Tracking
- ♣ Safety Talk, Quality Talk, Environmental Talk Arrangements
- ♣ Receive incoming mail and put up to Officers & Staff for further action.
- ♣ Maintain leave record non-management employees
- ♣ Employee Medical Claim & its tracking
- ♣ Preparation of Organogram with consultation of Management
- ♣ Dispatch of cheques, letters and maintain its record

- ♣ Check and verify the bill submitted by courier company pertaining to outgoing mail.
- ♣ Filing of all faxes, letters, and other documents in proper files
- ♣ Make travel arrangements & Guest House Booking for Officers
- ♣ Maintain Daily Attendance Register of staff employees
- ♣ Prepare Overtime Meal Compensation Sheet of staff employees for HR Department.
- ♣ Experience of Printing of Cheques of Employees, Contractors & Suppliers etc.
- ♣ Filling of Deposit Slips, Forms etc.
- ♣ Arrange transport and room reservations for Officers
- ♣ Making Telephone calls for Manager Finance & other officers

**EXTRA EXPERIENCE (VERIFICATION OF PAYMENT / CHECKING BILLS)**

- ♣ Checking of Payment of Contractors Bills / Turnaround Bills
- ♣ Payment Data Entry of Contractors in SAP (MIRO - Invoice Verification)
- ♣ Payment Data Entry of Contractors in SAP (FB60 - Invoice Verification)
- ♣ Good Handling of Typing Machine

**TRANSFER – MANAGEMENT CLUB, GOTH MACHHI**

Transfer to Management Club as Head Clerk from 02 June 2021 and including following job:

*Dining of Breakfast, Lunch & Dinner of Management Employees*

*Prepare Daily Menu program (Private Order, Official Order)*

*Prepare Daily Mess Chits & Entry in Systems (Breakfast, Lunch & Dinner*

*Prepare Daily Head Count of staff in Management Club*

*Any other assignment given by DM-Club*

**PROMOTIONS:**

**Detail of Promotions from October 25, 2002 to date are as under:**

- ♣ Selection as Daily Wages on October 25, 2002
- ♣ Promoted from Daily Wages to Annual Contract as P.C. Operator on January 2009
- ♣ Promoted from P.C. Operator to Sr. Clerk on August 2016
- ♣ Recommended from Sr. Clerk to Head Clerk

**PERSONAL SKILLS**

- I am diligent, hardworking and honest to my work.
- Ability to teamwork as an effective member
- Efficient performance in Challenging Environment

## **HOBBIES**

- Cricket, Football
- Web Searching

## **LANGUAGES**

- English
- Urdu
- Punjabi
- Pashto

## **ACADEMIC QUALIFICATION**

| <b><u>Year</u></b> | <b><u>Degree</u></b> | <b><u>Institute / board/university</u></b>              |
|--------------------|----------------------|---|
| 2010               | B.A.                 | Govt. Islamia University, Bahawalpur                    |
| 2000               | F.A.                 | Board of Intermediate & Secondary Education, Bahawalpur |
| 1998               | Matriculation        | Board of Intermediate & Secondary Education, Bahawalpur |



## **OBJECTIVE**

- I am looking for challenging job which offers me the opportunity to develop my skills and serve for the nation in strategic organization.