

Muhammad Munawar Khan

C/o Finance Department, Fauji Fertilizer Company Limited, Goth Machhi
Sadiqabad, District Rahim Yar Khan. Cell # 0092 300 8775728
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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



<u>Year</u>	<u>Degree</u>	<u>Institute / board/university</u>
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.