#### Gulfjobseeker.com CV No: 1274190

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### OBJECTIVE

To Work in a professional and competent atmosphere where I can maximize my knowledge, skills and abilities while contributing to the goals of organization. Keen to learn and implement new methods and strategies with proven result.

# SUMMARY OF EXPERIENCE

* Worked as a lecturer of Mathematics in Classic School System, Pakistan for one year and eleven months.
* Worked as a lecturer of Accounts and Mathematics and as an Administration Manager in Imperial College for Women for eight months.
* Worked as an audit internee in F.R.A.N.T.S and Co, Chartered Accountants for five months.
* Certification in different Accounting Software i.e. Peachtree, MYOB, Tally and QuickBooks.
* 3 years’ experience in Teaching.
* Certification and practical experience in MS Office
* Communication Skills

# EXPERIENCE:

***Classic School System- Sialkot, Pakistan***

***March 2012 to January 2014***

***(Mathematics Lecturer)***

* Has teaching experience in Oxford Syllabus of Grade 7th and 8th;
* Preparation of necessary weekly planning of Syllabus and Activities;
* Preparation and maintaining weekly homework schedule;
* Maintaining weekly copy checking and prepared term percentage at the end of the term;
* Arranged Mathematics Exhibition with team and guided the students to make projects;
* Preparation of Annual Syllabus before the term starts;
* Addressing the students in Assembly on Character Building and Moral Ethics;
* Conducting Monthly Assessments and preparing the students for final exams ;
* Conducting weekly and monthly meetings to innovate new ideas and to improve the performance of

students;

* Performing duties to maintain the discipline and to ensure the pleased environment;
* Preparing the students for different games for Sports Gala;
* Maintaining the flower exhibition in the Sports Gala;
* Conducting Parents teacher meeting to explore the hidden skills of the students and to enhance their performance;
* Preparing the students for the different events like Cricket Gala, Speech Competition and skits etc;
* Preparation of final results at the end of the term and declaration in Annual Prize Distribution;

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***Imperial College for Women- Sialkot, Pakistan***

***July 2011 to February 2012***

***(Lecturer & Admin Officer)***

* Completion the syllabus of Bachelor of accounting;
* Arranging monthly tests for the better preparation;
* Preparation of students for the skits etc.;
* Arranging the different sports events with other colleges;
* Managing office, organizing meetings and conferences;
* Upkeep of office facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees;
* Looking for day to day office activities, record attendance and checking attendance register;
* Preparation of offer/appointment and various other letters and issue them to employees;
* Preparation of purchase orders for office supplies;

***Independent Coaching Experience***

***(2008 to 2014)***

* Provide coaching for students from 4th grade to 8th grade as an Independent home tutor;
* Has experience in teaching Accounting, Mathematics and Business Studies to O-levels as an independent home tutor;
* Provide coaching to Matriculation students dealing with Science, English, Mathematics, Urdu and Computer Sciences;
* 6 years’ experience in Independent coaching;
* Produced Excellent results;

***F.R.A.N.T.S & Co. Chartered Accountants – Sialkot, Pakistan***

***February 2011 to June 2011***

***(Audit Internee)***

* Vouching of Transactions;
* Calculation of accruals and prepayments for adjusting entries;
* Checking and preparation of bank reconciliation statements along with the subsequent disbursement and collection;
* Checking payment documents and receipt documents;
* Preparation of fixed asset schedules by calculating depreciation in case of addition or disposal of fixed assets;
* Preparation of age analysis of receivables and payables and pursue for the amounts showing no movements;
* Assisting with audit seniors during file review by Audit Manager and explain the work performed;
* Any other work required by audit seniors regarding audit of the client;
* Filing Tax returns;

**ACADEMIC & PROFESSIONAL QUALIFICATIONS**

Masters of Commerce, Specialization

In Accounts : Bahauddin Zakariya University, Multan Pakistan

Bachelors in Commerce : University of the Punjab, Lahore

Intermediate (Pre-Engineering) : Board of Intermediate & Secondary Education

Certification in Accounting Softwares : Government Institute

**PROFESSIONAL COURSES & WORKSHOPS**

Participated and attended training courses and workshops on the following topics while working with different organizations.

* Accounting Skills
* Communication Skills
* Managing Skills for students
* English Language Course

**HOBBIES & INTERESTS**

Playing Cricket, Watching TV and Reading

### PERSONAL PROFILE

Ambitious and energetic, composed under pressure and get along very well with people at all levels. Possess excellent correspondence & communication skills.

Date of Birth : 18th October, 1987

Gender : Male

Marital Status : Single

Nationality : Pakistani

Languages : English, Urdu