**POB: Pakistan**

**DOB: 20-02-1990**

****

**Career Objectives**

My objective is to put into practice what I have learned through my education and training in a real and challenging work situation by using my skills and capabilities to compete in this global environment.

**Professional Work Experience**

Organization: Educators Institution Lahore Pakistan

Tenure: March 2013-March 2015

Designation: Operation Executive

Responsibilities:

* Responsible for overall performance of assigned group of franchises.
* Answer the operational questions and issues from the franchises.
* Maintain the communication with all franchise owners on regular basis.
* Analyze franchisee performance and provide feedback, guidance, training and encouragement in order to impact results.
* Assist in the developing of new operations procedures and policies.
* Assist training department with new franchisees and ongoing training.
* Conduct and attend regional meetings for assigned regions.

Organization: Zetech Institution Pakistan

Tenure: Dec 2008-Nov 2010

Designation: Accountant

Responsibilities:

* Daily cash voucher maintained and up-date record preparation.
* Preparation of salary sheets
* Preparation of monthly reconciled bank statement and update the daily vouchers.
* Maintained all ledgers of institution.

Organization: Woodco Furniture Company Pakistan

Tenure: Dec 2010-Jan 2012

Designation: Administrator

Responsibilities:

* Responsible for maintaining day to day financial, accounting, administrative and personnel services in order to meet legislative requirements.
* Assist with preparation of the budget implement financial policies and procedures.
* Reconcile the general ledger
* Prepare the reconcile general bank statement
* Establish and maintain the supplier accounts.
* Ensure the data is entered into the system.
* Prepare the income statement.
* Prepare the balance sheet.
* Maintain the financial files and records.

Organization: Lahore stock exchange

Tenure: June 2013

Designation: Trainee

Responsibilities:

* Opening the accounts of investors
* Place the orders of investors

**Qualification**

* **MBA/MS Banking & Finance(3.5 years)** Hailey College of Banking & Finance, University of The Punjab, Lahore. **(2010-2014)**
* **Bachelor of Commerce**, Punjab College of commerce Gujranwala. **(2008-2010)**
* **I.COM,** Punjab College of commerce Gujranwala. **(2006-2008)**
* **Secondary School Education (Science),** Gujranwala Board of Intermediate and secondary Education, Gujranwala.

**Computer Skills**

* Excellent Computer Skills in : **MS WORD, MS EXCEL, POWER POINT, Outlook, Photoshop, Internet & Email**
* Excellent usage of **SSPS software** for statistic purpose

**Achievements**

* Got Laptop on merit from Govt. of The Punjab Pakistan.(2012)
* Got award of best trainee from Lahore Stock exchange of Pakistan (2013)

**Language**

English, Urdu



**Gulfjobseeker.com CV No:** **1466988**