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| Muhammad  [Muhammad.331198@2freemail.com](mailto:Muhammad.331198@2freemail.com) | C:\Users\Muhammad Farhan\Desktop\M.FARHAN JAVED.jpg |
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**Objective:­­­**

After completing my 18th years education I seeking a challenging position in the field of Account/Finance/Banking/Management/Quality & Research, in a prestigious institute that provides an opportunity to not only learn, but also develop my Interpersonal Skills to the utmost.

**Work Experience:**

1. **O**ffice **A**ssistant [(Contract & Finance) & Coordinator Projects](https://www.linkedin.com/vsearch/p?title=Assistant+to+the+Director+%26+Coordinator+Projects&trk=prof-exp-title) at **W**estern **G**roup Islamabad Pakistan from 2014 to November 2016.

**The Western Group is one of the leading group in Pakistan associated with;**

* Western Global Services (Industrial catering and allied services)
* Western Services (Porta cabins, Genset, Pre fabricated buildings, Camp Management)
* West Corn International (Constriction, Maintenance and Manpower)
* Biz Broadcast (FM Radio 97 Islamabad, 95 Jhelum, 96 Sargodha, 96 Sahiwal)
* Café Paprika (Industrial food catering services)

**Responsibilities:**

* + Handle all financial matters of company, gathering financial information for director finance and financial analysis of quotations.
  + Performing duties as “**Document Controller**.
  + Devising and maintaining office systems, including data management and filing.
  + Carrying out specific projects and research.
  + Prepare bids proposal as well as its general enquires and as well as general quotations.
  + Providing general administrative support such as preparing correspondence, Filling, agreements, preparing of bids, arranging meetings, composing regular correspondence, processing confidential reports and documents, filing electronic and hard copy, tracking deadlines.
  + Well familiar with and follow ISO 9001, 18001 & 22000 standards”.
  + Physical verification of all offices inventories.
  + Arranging travel, visas and accommodation and, occasionally, travelling with the director to take notes or dictation at meetings or to provide general assistance during presentations.
  + Screening phone calls, enquiries and requests, and handling them when appropriate.
  + Taking on some of the Director responsibilities and working more closely with management
  + Dealing with incoming email, faxes and post, often corresponding on behalf of the Director.
  + Carrying out background research and presenting findings.
  + Liaising with clients, suppliers and other staff.
  + Also handle other associate Company matter (Western Services (PVT) Ltd, Westcon international (PVT) Ltd, Biz Broadcasting (PVT) Ltd & Café Paprika Islamabad).

1. Worked in **B**ells (**S**olaxis) **C**ommunications & **T**echnologies **I-8** Markaz Islamabad as a

Night Supervisor 2013.

**Responsibilities:**

* + Enforce discipline. and interpret organizational policies
  + To set targets of output of work.
  + To initiate corrective steps, where necessary to improve work performance.
  + To control work performance of the office employees
  + To establish systems and procedures for office activities
  + To assign work to different office assistants according to their abilities.

1. Three year work with **L**eopards **C**ourier **S**ervices **(LCS)** Jhelum in different department as a

**A**ccountant, & Night Operation Officer and One Year Worked

In **N**ational **I**nstitutional **F**acilitation **T**echnologies (Pvt.) (**NIFT)** as a Accountant on ad hoc basis'

**Responsibilities:**

* + Maintenance of Cash Book records.
  + Verification & vouching Bill’s and Sale tax invoice
  + Devising and Maintaining Office Systems, Including Data Management and Filing.
  + Maintenance of payment bills records.
  + Maintenance of Salaries records & Monthly Expense sheets.
  + Supervise the employees work and assign him task and solve all employees related problem.

**Internship:**

Six week in **N**ational **B**ank **P**akistan **(NBP)** Main Branch Jhelum

Worked in below Department

* + Account opening and KYC
  + Government Section
  + Remittance and Deposit Section
  + Foreign Exchange Department
  + Credits Department

# Education:

2014-2015 Federal University Arts & Science Technology Islamabad **(FUUAST)**

**MS(BA)/MBA (1.5 years)** in **F**inance

2010-2014 **F**ederal **U**niversity **A**rts & **S**cience **T**echnology **I**slamabad **(FUUAST)**

### Bachelor of Business Administration (Hons.) (4 year) in Finance

# Diploma:

2011- 2012 **N**ational **I**nstitute of **M**anagement **S**ciences, **F**aisalabad **(NIMS)**

**E-MBA E**xecutive **M**anager in **B**usiness **A**dministration (**B**anking & **F**inance) (**SDC**)

2008-2009 **U**niversity **C**ollege of **A**dvanced **T**echnologies **(UCAT)** Rawalpindi

**D**iploma in **H**otel **M**anagement & **T**ourism **(DHMT)** (**SDC**)

2006 **C**ertificate in **C**omputer **A**pplication (**CCA**)

**P**unjab **C**ollage of **T**echnology **J**helum **(PCT)**

Have a Good command over Ms-Office (World-Excel-Power Point- Outlook)

Peachtree, Clean Touch Quick Book & SPSs

**Major Projects, Seminar Arranged & Research Paper:**

* Publishing Research Paper Topic **Factor Effecting On Employee Absenteeism** published in

**Journal for Studies in Management and Planning** (**JSMaP**) **ISSN 2395-0463.**

* Attended one week workshop on ‘**Accounting Software** (Peachtree, Clean Touch Quick Book &

SPS) at **FUUAST.**

* Organized workshop on **Islamic Banking** In Pakistan
* Organized the seminar on **Rain Water Harvesting** at **FUUAST** Islamabad
* One university project create a new business plan and my Topic is How to start a new Hotel

Business.

* Writ a Research Report On **Performance Evaluation Of Mutual Fund Company in Pakistan.**
* Make an annual Financial Analyses Report of **FFC** Company.

**References:**

Will be provided at the time of interview or later as and when demanded: