**Malik**

**Malik.352107@2freemail.com**

**Objectives**

To develop and discover my vision into pragmatic action, as a performance oriented Accounts and Finance Professional, I want to activate my “self-branding” strategy with sheer confidence. I want to employ my knowledge and experience with the intention of securing a professional career with opportunities of challenges and career advancement, while gaining knowledge of new skills and expertise as well as developing new talent in the team I am working with.

 ***Experience***

**Current Employment:**

 Organization Name: **Professional Security System**

Type : Customer Services

Duration : Sep 2015 to date

Designation : Security site Supervisor

Work Nature : Administration

**Duties & Responsibilities at Working In National Food Product Company:**

* Review & Maintaining the over time of Admin people (Safety & Cleaner).
* Process, Review & Finalize the all complain of employees.
* Checking all maintains work and inform maintains department and follow up till complication.
* Maintaining all filling structure and also handling the filling room.
* Prepare **“Monthly Rotation Schedule”** for the Admin department and assigned the task on the regular basics.
* Ensure Over time & Monthly reports are accurate and distributed in a timely manner.
* Coordinates closely with **Administration Department** for all related updates.
* Maintaining the all Reporting Structure accordingly administration department.
* Maintaining the good relationship between the companies.
* Ensures the resolution of any complaints/issues/discrepancies related to Administration Work.
* Providing the good services and control the people.

**Previous Employment:**

Organization Name: Punjab Police Pakistan

Type : head constable

Duration : June 2007 To Sep 2015

Designation : Admintratative police Station

Work Nature : Handling/Management

**Duties & Responsibilities at Punjab Police**

* Managing the rotational schdule of employess.
* Maintaning the record of all FIR And other records.
* Preparation the vacation sched
* Managing the day off schedule of all employees.
* Maintaining the good atmosphere between the Camplaner and Department.
* Fulfill the add on tasks.
* Prepare the salary reports for each month.

**Academic Qualification:**

graduteion Allama Iqbal Open University ISB

H.S.C (BISEGRW) PRIVATE S.S.C (secondary school certificate) Govt High Sechool Malik Pur Mirz

 **Computer skills**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
|  |  |  |  |
| 1 | Visual Basic | Good | Used before |
| 2 | Microsoft Word | Excellent  | Currently Using  |
| 3 | Power Point Presentation | Excellent | Currently Using |
| 4 | Outlook Express |  | Currently Using |
| 5 | Microsoft Access | Good | Used before |
| 6 | Microsoft Excel | Excellent  | Currently Using |
| 7 | Working in LAN Environment  | Good | Currently Using |
|  8 | Basic/Advance M/S Office Certificate | Excellent | Currently Using |
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**Reference(s)** References will be furnished upon request.