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| C:\Users\Ejaz Waheed\Desktop\ejaz waheed usmani.jpg  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE OF BIRTH:  May 02,1987  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Nationality:  Pakistani  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Visa Status:  Visit  (expiring on 04-03-2016)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Ejaz.254272@2freemail.com](mailto:Ejaz.254272@2freemail.com) | **OBJECTIVES** |
| To work in a dynamic organization where efforts are recognized and rewarded through elevation in status and where ample opportunities for learning and career advancement exist & to ensure effective and efficient utilization of my capabilities in the best interest of the Organization. |
| EXPERIENCE   * 19 Month’s experience in Central Asia Educational Trust as Assistant Program Manager (Accountant) * 02 years’ experience in Habib bank limited as a cash officer. * 07 Month’s experience in a Muhammad Imran & co as an electrical supervisor. * 32 Month’s experience in AJK TEVTA as an in charge Instructor of Electrical. * 02 years’ experience in national Prime Public School as a Data entry operator/Accountant. * 06 month’s experience in Bahria Town as an Electrical Supervisor. * 01 years’ experience in Hostel Government College of technology as a mess manager.   **Central Asia Educational Trust**  **Job Description as Assistant Program Manager (Accountant)**  Managing cash, cash book and bank accounts as policy and procedures.  Proper follow up of bank statement and maintain cheques withdrawal records.  The incumbent is responsible to make proper arrangements in order to facilitate and implementation of best project Administration services to Finance Manager.  Assist the Finance Manager and Country Manager in overall administration and admin and logistics related arrangement.  Organize project operations and procedures in coordination with the Finance Manager.  Procurement of goods and services in coordination with Country Manager.  Control correspondences, review and address supply requisitions generated by support staffs in coordination with Finance Manager at Islamabad Office.  Responsible for maintenance of petty cash record and fixed asset register as per DONNER policies and Procedures.  To ensure appropriate filing system, and documentation at each level.  To responsible for outdoor activities as and when required e.g. procurement and vehicles maintenance etc. in coordination with Finance Manager Program Manager.  Liaise with Finance Manager and Country Manager on administrative, financial procurement issues  Abide by the Donner policies, procedures and values and to maintain confidentiality and best interest of the organization  Bookkeeping of Accounting record and preparation of monthly and quarterly reports.   **Habib Bank Limited Pakistan (Cash Officer)** Preparation of all cash related statements required SBP and Head Office.  Cash receipt Payment/sorting/posting/utility bills collections/cross branch transactions.  Posting of inward and outward clearing cheques.  Liaison with NIFT  Preparation of drafts, Pay orders etc  Balance the cash at the end of the working day  Assist in achieving the goals/targets of the branch  Ensure minimum waiting time for customers while doing cash transactions and deal each customer politely.  Use of cash books.  Manage concerns and queries of customers efficiently and promptly.  **National Prime Public School (Accountant/Date Entry Operator)**  Maintaining of Record  Fee Collection  Payment of expenses after approval of Authorities.  Expense controlling  Preparation of Budget.  Course Attended   * 03 Month Basic Computer Course * 05 Months Auto CAD Course (2D & 3D) * 06 Months Computer Course including MS Office, In Page, Adobe photo shop. * 01 Year Computer software course. * 03 day training of supervisory services in Habib Bank Limited. * 01 Month’s training of Cash officer in Habib Bank Limited. * 02 day training of MISYS in Habib Bank Limited * 01 day training of Fire Safety in Habib Bank Limited. * 03 Months course of Quick Book, Peach Tree, and Tally.   EDUCATION  B.A AIOU Pakistan  B.Tech (Electrical) Preston University Pakistan  DAE (Electrical) KPK Board of Technical Education Pakistan  Languages   * English * Urdu   DISTINGUISHED FEATURES   * Can work for long hours * Flexible, quick learner & ambitious * Can take challenges with confidence * Good relationship building skills * Proficient in English, Urdu & Hindko | |
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