 *Touseef*

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# Objective:

Want to achieve excellence in the organization by using my knowledge, intuition, creativity, team work and hard working abilities in accomplishing organizational goals as well as my personal achievements towards a successfulcareer.

KEY VALUES AND ACHIEVEMENTS

# 1st November 2016 to Present Government of the Punjab, Lahore.

**Clerk**

* Drafting of Official/Complaint letters
* Coordination with Capital City Police Office, Regional Police Office as well as with District Coordination Office all over thePunjab.
* Send complaint letters and reminders to all over the Punjab and take follow up.
* Day to day report to the Chairperson PCSW as well as to SecretaryPCSW.
* Coordination with Senior Executive Lawyer regarding case and complainant issues.
* Calling complainants to support Lawyer
* Assisting in day to day business of lawyer atPCSW
* Maintaining Files & Documents
* Maintaining accurate records.
* Dashboard status updating for assigned complaints

# Irteasaam Associates: 1st May 2016 to 30 October 2016 Sale Executive Officer

* Customer dealing
* Sale and purchases of Plots
* Arrange meeting on weekly basis for sharing and sorting theissue.
* Visit the different location and get analyses the price of theproduct.
* establishing new business
* Maintaining accurate records
* Attending trade exhibitions, conferences and meetings
* Reviewing sales performance
* Aiming to achieve monthly or annual targets.

# BANKING EXPERIENCE:

**Bank. 25 Nov, 2011 to April 2016. Associate Manager Administration North Region**

* Office management, word processing, spreadsheet, and billing
* Collateral movement from ACS to OCS in North branches.
* Total check and balance of Admin Vault including Collateral packets, Fire Proof Cash Safe, Fire Proof Vault Door & Combination Lock.
* Tagging of collateral packets, proper checking when transferring from OCS to ACS.
* Making Budget of next year
* Arranging Hotel stay of bank officers in all over the Punjab.
* Arranging Bank events like Cricket Tournaminte& Bank Annual Event.
* Printed Stationery Checking, sorting with serial number and dispatching to different branches in all over the Punjab.
* Update the all Punjab (North) Branches & FC MIS of Vehicle repair and maintenance
* Update the all Punjab (North) Branches & Financial centers MIS ofStationary
* Day to day report to Manager Administration (North) & BS Admin Head (North)
* Checking of Branches & Financial centres Petty Cash.
* Check the mails on Zimbra / Thunderbird of all branches & FC’s for recommendations of repair, maintenance & issuance
* Maintain the Vehicles, Generators & Stationary files & registers
* Taps systems handling

# 12 Aug, 2010 –24 Nov, 2011

**Technical Support Officer**

* Solid product knowledge of product line and presentation skills, resulted in an appointment as corporate and overseas trainer.
* Identify operational malfunctions with new product line – reproduce, troubleshoot, and configure the problem to pinpoint and implementsolution.
* Corporate Dealing
* Reporting and Coordination
* DSL Technical Support

# Aug, 2007 – 11 Aug, 2010

**Assistant Accountant**

* + Performed accounts payable functions for construction expenses.
  + Managed vendor accounts, generating weekly on demand cheques.
  + Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable andReceivable.
  + Bank Reconciliation Statements.
  + Created budgets and forecasts for the management group.
  + Ensured compliance with accounting deadlines.
  + Prepared company accounts and tax returns for audit.
  + Coordinated monthly payroll functions for 50 employees.
  + Liased with bankers, insurers and solicitors regarding financialtransactions.
  + Maintaining of Cash Book, Petty Cash
  + Online quotations with Sigma-Aldrich Family & coordinate.

# Lahore, 1st March, 2007 –25 Aug, 2007 Accounting Assistant

* + Managed accounts payable, accounts receivable, and payroll departments.
  + Generated budgets and forecasts on a quarterly basis and presented to the management team.
  + Reported on variances in quarterly costing reports.
  + Prepared annual company accounts and reports.
  + Administered online banking functions.
  + Reduced credit period from 90 days to 60 days.
  + Managed payroll function for 140 employees.
  + Monitored and recorded company expenses.
  + Maintaining of CPV, CRV, GV andSV.

# Certifications:

* + - **IELTS**(From Skills College ofIT)
    - AutoCAD

# Areas of Interest:

* + - Accounts
    - Managements

# Qualification:

* + - **B.com** (Accounting, Statistics, Economics) From Punjab college of Commerce’s Lahore in2007
    - **D.B.A**(management, Commerce’s) From Private College Lahore in2005

**Matric** (Arts) From Govt Saint Frances School, Lahore in 2003

# Skills*:*

* + - Operating system (Windows 7, WindowsXP)
    - Microsoftoffice

# Personal Information:

* + - DateOfBirth 30 September, 1985
    - Nationality Pakistani
    - Religion Islam
    - Maritalstatus single

# Interest:

* + - Operating newSoftware
    - Web surfing andMusic
    - Fond ofSwimming,
    - PlayingChess

# Languages

* + - Urdu
    - English
    - Punjabi

# Reference:

Reference will be furnished upon request.