

JAMAL UD DIN

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Address: Gulshan Colony City-1 Tank



OBJECTIVES

- Seeking a good position in any Company where I can maximize my Ten years of management, quality assurance, program development, and training experiences.

PERSONAL INFORMATION

Father name	Asam Ud Din	Date of birth:	25-07-1986
CNIC #:	12201-9919501-7	Passport:	BN7795013
Contact No:	+92-3448996500	Domicile:	SWA (FATA)
Marital Status:	Married	Nationality:	Pakistani

COUNTRIES VISITED

1. Pakistan (Citizen)
2. United Arab Emirates

EDUCATION

Qualifications	%age	Marks obt: /Total	Grade	Year of Passing	Institutions
BBA Hon's (Equivalent to Master by HEC)	82.56%	3.61 CGPA	A	2010	IBMS, KPK Agricultural University Peshawar
HSSC	70.36%	774/1100	A	2005	Government Degree College No.1 Dera Ismail Khan
SSC	72.35%	615/850	A	2003	Zam Public School Tank

EXPERIENCE

1. **Union Council Polio Officer (UCPO), UC City-1 Tank, Chip Training and Consulting Private limited, PTPP Project funded by WHO.**

From: July 1st, 2019

TO: April 2020

Job responsibilities:

Acting as Union Council Polio Officer UC City-1-Tank, for the purpose to coordinate and support the preparation, implementation, assistance and monitoring of UC's PEI and EPI activities along AFP Surveillance, (particularly SIAs) in the assigned Union Council in collaboration with Department of Health and polio partners.

2. **Union Council Communication Support Officer (UCCSO), UC Dabbara-Tank, Chip Training and Consulting Private limited, PEI Project funded by UNICEF.**

From: April 21, 2016

TO: June 30, 2019

Job responsibilities:

Acting as Union Council Officer UC Dabbara-Tank, for the purpose to coordinate and support the preparation, implementation and monitoring of UC's PEI and EPI activities along social mobilization, communication planning (particularly SIAs) in the assigned Union Council in collaboration with Department of Health and polio partners.

3. **Admin Accountant in SCITECH institute Peshawar (Pakistan)**

From: Jan 10, 2012

TO: Dec 31, 2014

Job responsibilities:

- Data entry, Book keeping, Payroll and invoicing, Accounts payable and receivable.
- Prepare, Organize, analyze and evaluate financial statements and reports.
- Financial reporting, Monitoring financial transactions.
- Prepare monthly balance sheet, Income Statement.
- Perform reconciliation of students balances and bank accounts.
- Maintaining record of Students, Teachers and Management staff.
- Supervising and Controlling Staff.
- Arrangements of classes in respective fields for students.
- Assist and support Staff in evaluating and assessing the accounting systems.
- Ensure the highest degree of standards in accountant functions.

4. **Accountant in Avesta Institute of Management and Sciences Kandahar (Afghanistan)**

FROM: March 1, 2010

TO: March 31, 2011

Job responsibilities

- Keeping and Modifying of the relevant data base for student and staff record.
- Preparing monthly and annual attendance record of Avesta IMS staff members.
- Preparing result sheets and getting them approved by director.

- Preparing mid-term report of Avesta IMS expenses, and salaries.
- Preparing Certificates for all graduated student.
- Preparing balance sheets and income statements at the end of every month.
- Supervising Admin staff.
- Preparing monthly attendance sheet for all Avesta IMS staff.
- Supervising and Controlling 3rd degree staff such as Drivers, cleaners and gardeners.
- Supervising Security staff and security guards.
- Controlling the time table for changes of duties of the security guards.

5. Internship in National Bank of Pakistan Tank Branch

FROM: June 1, 2009

TO: July 30, 2009

TRAININGS PARTICIPATIONS

- Two days Induction Training at Greens House Dera Ismail Khan (May 2016)
- Three days Refresher Training at Greens Shelton Peshawar (July 2016)
- One-day Refresher Training at Greens Shelton Peshawar (Sept 2016)
- Two days Refresher Training at Agriculture Hall Tank (March 2017)
- One-day Refresher Training at Agricultural Hall Tank (June 2017)
- Two days' refresher Training at Agricultural Hall Tank (Sept 2018)
- One day training at Agriculture Hall Tank (Feb 2019)
- One day Microplan Training at Agriculture Hall Tank (March 2019)

SKILLS

1. **Communication Skills:**
 - English (speak, read, write)
 - Urdu (speaks, read, write)
 - Pashto (speaks, read, write)
2. **Computer Skills:**
 - Certification in MS OFFICE (MS Word, MS Excel, MS Power point, Inpage)
 - Certification in Computerized Accounting (Peachtree and Quick Books)
 - Internet surfing and searching, downloading, uploading,
 - Hardware and software installations.

ACHIEVEMENT

- Recipient of FATA merit scholarship for BBA (HONS) 4 years.
- Chief organizer Student Talent Enhancing Society KPK Agricultural University.

- Member Football Team KPK Agricultural University Peshawar for 4 years.
- Member of Football Team Government Degree College No.1 DI Khan.
- Captain Cricket Team Zam Public School Tank.
- Member Volley Ball Team Zam Public school Tank

ATTRIBUTES

- Excellent communication and interpersonal skills.
- Smooth liaison with internal & external dealings.
- Ability to accept and deliver on challenges while working in a target and non-target oriented environment.
- Strong analyzing skills working with maximum work quantity and more emphasize on work quality.

REFERENCES

1. Dr. Zeshan Mir sahib
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2. Dr. Shoaib Sahib
PEO Tank
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3. Sir Aftab Bhattani sahib
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