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|  | Shakir UllahDate of Birth:June 10, 1985C.N**.**I.C: 21708-7419576-5Cell No +92333-5288229. +92300-4865851Ph No: +92965-211529Email Shakir.iiu@gmail.comMarital Status: MarriedDomicile: S.W (Wana)Permanent Address: South Waziristan agency Wana Mughal Khal |

**Objective:**

 To obtain a position with UAE based company to utilize my rich field experience, strong academic qualification using a positive attitude, great attention to detail and accuracy, and a desire to succeed in a fast-paced environment to make a difference in serving the underprivileged communities of Pakistan.

**EXPERIENCE:**

**Government of Khyber Pakhtunkhuwa**

**Higher Education Department-Commerce Wing**

**Lecturer-Commerce BPS-17 from January 1, 2017 till date**

* Master Trainer of Computerized Accounting Software.
* Course outline updated to be provided
* To pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area
* To plan and prepare appropriately the assigned courses and lectures
* To conduct assigned classes at the scheduled times
* To demonstrate competence in classroom instruction
* To implement the designated curriculum completely and in due time
* To plan and implement effective classroom management practices
* To design and implement effective strategies to develop self-responsible/independent learners
* To engage students in active, hands-on, creative problem-based learning
* To provide opportunities for students to access and use current technology, resources and information to solve problems
* To provides opportunities for students to apply and practice what is learned
* To engage students in creative thinking and integrated or interdisciplinary learning experiences
* To build students’ ability to work collaboratively with others
* To adapt instruction/support to students’ differences in development, learning styles, strengths and needs
* To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students’ needs
* To maintain a safe, orderly environment conducive to learning
* To comply with requirements for the safety and supervision of students inside and outside the classroom
* To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students
* To assign reasonable assignments and homework to students as per university rules
* To evaluate students’ performances in an objective, fair and timely manner
* To record and report timely the results of quizzes, assignments, mid- and final semester exams
* To use student assessment data to guide changes in instruction and practice, and to improve student learning
* To be punctual and be available in the university during official working hours
* To comply with policies, standards, rules, regulations and procedures of the university
* To prepare and maintain course files
* To take precautions to protect university records, equipment, materials, and facilities
* To participate responsibly in university improvement initiatives
* To attend and participate in faculty meetings and other assigned meetings and activities according to university policy
* To demonstrate timeliness and attendance for assigned responsibilities
* To work collaboratively with other professionals and staff
* To participate in partnerships with other members of the university’s community to support student learning and university-related activities
* To demonstrate the ability to perform teaching or other responsibilities, including good work habits, reliability, punctuality and follow-through on commitments
* To provide and accept evaluative feedback in a professional manner
* To create and maintain a positive and safe learning environment
* To carry out any other related duties assigned by the department chairman
* To model honesty, fairness and ethical conduct
* To model a caring attitude and promote positive inter-personal relationships
* To model correct use of language, oral and written
* To foster student self-control, self-discipline and responsibility to others
* To model and promote empathy, compassion and respect for the gender, ethnic, religious, cultural and learning diversity of students
* To demonstrate skill when managing student behavior, intervening and resolving discipline problems
* Any other task assigned by head of the institute

**Admin/ Finance Assistant IOM-UN 15th March, 2012 to 31 December 2016.**

**Wana/Kurram/Hangu/Islamabad**

**Core Responsibilities**

* Responsible for organizing and/or tracking the local procurements of goods and services/labor made in the field by program for grant specific projects.
* Ensure that the procurements made in the field are all properly documented; vouchers for payments and other supportive documents should be filled and shared with the grants section.
* Prepare success stories about local procurements and share the information with the field and grants section units for inclusion into database / weekly activity notes.
* Implementing duty roaster of drivers and checking log book on daily basis.
* Conducting bidding for grants and ensure transparency
* Maintain the stationary record and fulfilling the request of staff regarding stationary demand.
* Responsible to implement Staff Regulations and Rules for both Officials and Employees, and updates thereof. Notify changes to the staff members concerned.
* Prepare travel authorizations and advises on allowances for staff members leaving on duty travel. Ensure security clearance is requested and received, when applicable.
* Attendance & Leave Records and control; maintenance of staff Personal Files.
* Monitor stock of office supplies and orders / requests replenishments when required.
* Maintenance of Office files related to Admin and HR.
* Maintenance of Generator Log book ( Fuel Usage & Hours used )
* Disbursement of cheques Related to Logistic , Contractor and others ( Ensuring proper receiving and sending back to Head office )
* Preparation of summarized reports of Medical claims, DSA Claims ( Date and Staff wise details with paid and unpaid status with proper coordination of Head Office’s Logs and HR Department )
* Maintain proper accounting files & update organized filing system.
* Scrutinize of bills/claims/supporting documents.
* Preparation of payments/receipt and recording the transaction in Accounting s/w with the support of staff.
* Arranging, maintaining and filing of all the vouchers in the relevant files/folders.
* Prepare vouchers & payment for utility bills/Building/Vehicle rental and other program related Payments.
* Preparation of Bank Book. Dealing with banks (cash and cheques deposit or drawn, bank statement and cheque book issuance etc.)
* Update bank ledgers & cash ledger in excel sheet; preparation of Cash Certificate.
* Organize in coordination with the Head of Finance Unit and the RMO, a comprehensive Administration System in FDP-GC field-offices (filing, procedures, etc.)
* Train/Assist the Admin/Finance Assistants of field-offices and monitor their work
* Monitor all financial reports coming from the sub-offices.
* Make sure that all vouchers in the field have the required supportive documents (Purchase requests, etc).
* Maintain proper records of the office petty cash and supporting documents.
* Responsible for forwarding advance to field-offices & receiving petty cash reports & maintain all financial records of field-offices.
* Maintaining dispatch record of all documents related to Admin and HR and other sections of office sent to Head office.
* Looking after office overall maintenance (Sanitation etc.)

Any other duty assigned by the Supervisor

**Coordinator**

**Shaheed Bhutto Foundation** December, 1st 2011 to 30th March, 2012

**Core Responsibilities**

* Conducting Students meetings
* Co-ordination between students and SBF
* Conducting penal discussions
* Report writings
* Evaluation students activities
* Arranging seminars and workshops in different universities
* Engaged brilliant students of FATA
* Created strong link between SBF and Fata students
* Arranged seminars in Southern districts of Khyber Pakhtunkhuwa
* Engaged FATA elders in group discussion in Islamabad

**Finance& Admin Intern**

**International Islamic University Islamabad** February 2, 2010 to July 31, 2011

**(Iqbal International Institute for Research& Dialogue)**

**Core Responsibilities**:

* Participate in cash disbursement function including obligation selection, check writing and distribution.
* Support bank reconciliation activities.
* Maintain cash transaction records and files.
* Preparation of Voucher
* Preparation & disbursement of Salaries month Wise.
* Preparation of Bank Reconciliation Statement.
* Maintaining Stock Register.
* Preparation & posting of purchase & sale vouchers.
* Preparation of sales Tax invoices.
* Billings to parties.
* Maintaining books of accounts including cash and bank.
* Prepare the cash projections and cash request of all the relevant projects.
* Preparation of detail summery sheet for Expenses accounts code wise.
* Preparation of vouchers on Petty expenses.
* Liquidation of Advances.
* Monthly ended physical verification of inventory& Guest House items.
* Depositing of Guest House Income in Bank.
* Having check on Guest House crockery, electronic items,
* Maintenance leave account of the employee
* Issuance Offer letter
* Maintenance personal file
* Issuance memorandum, warnings
* Noting

**Trainings:** Pakistan Security Awareness Induction Training (PSAIT) from IMO (International Migration Organization) in October 2013..

**Education**:

**Master in Business Administration (Finance)**

(MBA) International Islamic University Islamabad  **(CGPA 3.15/4)** 2012

**Bachelor of Business Administration**

 (BBA, Honors) International Islamic University Islamabad  **(CGPA 3.13/4)** 2010

**Faculty of Science** (FSc)

 Government Degree College No 1 Dera Ismail Khan

**Marks obtained (790/1100) (71.81%)** 2005

**Secondary School Certificate**

Government High School Mandhra Kalan D I Khan

**Marks obtained (614/850) (72.23%)** 2002

**Computer Skill**: MS OFFICE (MS Word, MS Excel & MS Power Point), Minitab 15, SPSS, SAP, Net Surfing and Hardware & Software Installation

**Languages:** English, Urdu, Pushto, Saraiki, Arabic

**Social Activities**:

 Remained active worker of university students welfare society

International Islamic University Islamabad

Attend two days international conference on entrepreneurship.

Attend three days international conference on “Women universities as agent of change”

Attend three days conference on “International Business Applied Conference”

Remain an organizer of the 7th convocation of the International Islamic University Islamabad 2007

Remain organizer of the 21st Cultural Week of the University

Remain organizer of the International conference titled “Sirah Writing Conference” held at IIU unit Islamic Research Institute.

**Supplementary Activities:** Football, Reading Books, conducting surveys, Group Discussions on wide range topics.

***References:***

References will be provided on demand