

GHULAM SARWAR

To excel in service industry utilizing my innovative thoughts in client relations & customer support. I seek a challenging career, which provides an opportunity to showcase my talent & experience towards meeting organizational goals, and thereby climb the career ladder.

Work History

2024-04-
2024-09

District Monitoring - EPI
Ctc,Karachi,Sindh,Pakistan

- Collaborated with stakeholders to identify key performance indicators, aligning district goals and objectives.
- Conducted regular site visits to ensure accurate data collection and timely reporting.
- Supported district teams in developing results-based monitoring plans, ensuring alignment with overall strategic objectives.
- Streamlined reporting processes for improved decision-making and resource allocation.
- Established strong working relationships with partner organizations to facilitate information sharing and collaboration.
- Enhanced data accuracy by implementing effective monitoring and evaluation systems.
- Coordinated closely with field teams during project implementation to address any emerging challenges or gaps promptly.

2019-02-
2024-03

Union Council Polio Officer
Ctc,Karachi,Sindh,Pakistan

- Established effective relationships with key stakeholders both internally and externally for increased collaboration opportunities.
- Attended personnel meetings and training sessions to improve skills and learn new policies and procedures.
- Mentored junior staff members, helping them develop their skills and advance in their careers.
- Prepared and submitted detailed reports regarding assignments and ongoing investigations.
- Prepared variety of different written communications, reports and documents.
- Created plans and communicated deadline to complete task on time.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record.
- Carried out day to day duties accurately and efficiently.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Collaborated with team members to achieve target results.
- Completed paperwork, recognizing discrepancies and promptly addressing to resolutions.

Contact

Address

Gulstane E Johar Block #
09, Bhattabad, Karachi,
Sindh, Paksitan

Phone

+92-3333-3283362

E-mail

Skills

Microsoft Office

Monitoring and
Evaluation

Administration

Project Management

Languages

English

Intermediate

Urdu

Advanced

Sindhi

Advanced

- Used Microsoft Word and other software tools to create documents and other communications.

2017-12-
2019-01

Union Council Polio Officer

WHO (World Health Organization), Karachi, Sindh, Pakistan

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2015-03-
2017-12

Chief Teller & Accounts Officer

K-Health Care Hospital & Blessing Institute, Karachi, Sindh, Pakistan

- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
- Updated general ledger of accounts with current, accurate and -compliant data to meet all internal and external audit requirements.
- Developed strong relationships with external partners such as banks and vendors to facilitate smooth transaction processing on behalf of the company.
- Input vendor payments and updated accounts to reflect new balances.
- Supported month-end closing process by preparing comprehensive journal entries and adjusting balances as necessary.
- Prepared detailed financial reports for senior management review, highlighting key performance indicators and trends impacting business health.
- Checked expenses against budget controls, entered figures and reconciled business accounts to address discrepancies.
- Conducted regular audits of financial transactions, identifying areas of improvement in accounting procedures and controls.
- Maintained account accuracy by reviewing and reconciling checks monthly.

2014-12-
2015-03

Team Assistant

WHO, Karachi, Sindh, Pakistan

- Overall Supervision of WR and direct supervision of the Polio Eradication Officer
- Worked as Town Focal Point to report and support in planning
- Preparation and implementation of PEI & EPI Activities
- Close Coordination with Health Department regarding ongoing activities.

2012-04-
2014-12

Administrative Officer

SBDDS, Karachi, Sindh, Pakistan

- Maintained accurate records, ensuring timely processing of invoices, payments, and financial reports.
- Created, prepared, and delivered reports to various departments.
- Improved communication within the organization through regular updates on policies, procedures, and key events.
- Enhanced overall office productivity through effective staff management and coordination of daily tasks.
- Contributed to successful projects by providing essential administrative support and resource management.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Managed files and records for clients and adhered to safety procedures to prevent breaches and data misuse.
- Streamlined office processes by implementing efficient administrative systems and procedures.
- Provided exceptional support to the executive team by managing schedules, coordinating travel plans, and organizing meetings.
- Reduced expenses by negotiating with vendors for cost-effective supply contracts and services.

Education

2011-2010

MBA: Finance

Federal Urdu University, Karachi, Sindh, Pakistan
3.25 GPA

2008-2007

B COM: Commerce

Shah Abdul Latif University, Shikarpur, Sindh, Pakistan
1st Division