

Curriculum vitae



PERSONAL DETAILS:

• NAME:	MUHAMMAD KASHIF HUSSAIN
• Father'sName:	MANZOOR AHMAD
• N.I.C#:	35102-4346450-9
• DateofBirth:	April/07/1996
• Gender:	Male
• Domicile:	Kasur(Punjab)
• MaritalStatus:	Single
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• Contact No:	+92-323-8480097,+92-323-4103763
• Nationality:	Pakistani
• Religion:	Islam
• Residential Address:	Village Bhalla Tehsil & District Kasur P.O Box No 55050 Punjab Pakistan

CAREER OBJECTIVE:

To serve with full devotion and dedication in a highly professional environment where I use my skills and abilities, which I learned in my education serve the new generation by giving them, the best knowledge and skills for their future life.

ACADEMIC QUALIFICATION:

Degree	Marks	Board/University	Year	Remarks
• Matriculation	620/1050	BISE Lahore	2011	Excellent
• F.A	603/1100	BISE Lahore	2013	Excellent
• B.A	352/800	PU LAHORE	2016	Good
• M.APHYSICAL EDUCATION	550/1000	UOS	2018	Excellent

EXPERIENCE: 06 YEARS

IT HOD/SUBJECT TEACHER, Pak Watan High School Kasur 2017-2019

- Responsible to deal with computer subjects for matriculation classes.
- As HOD was responsible to handle and manage the complete IT section including the office computer section.

IT ASSISTANT/FOCAL PERSON OF ADMIN & FINANCE, Sustainable Development Policy Institute (SDPI)2019-2020

Purpose of the Position:

As the Focal Person for Finance and Administration, I was responsible for accounting , budgeting, human resources activities, and overseeing the utilization of office facilities and resources. I also coordinated purchasing activities and facility management to ensure optimal value for money. The primary objective of this role is to collect and input data into databases, ensuring the maintenance of accurate records for valuable company information.

MAIN ACCOUNTABILITIES AND TASKS:

Finance & Admin Related Duties as a Focal Person:

- Undertaking accounting and budgeting responsibilities, which may include managing financial transactions, preparing financial reports, and monitoring budgets.
- Handling administrative tasks such as maintaining records, managing correspondence, organizing meetings, and coordinating office logistics.
- Assisting with human resources activities, including employee on boarding, maintaining employee records, and supporting HR processes.
- Supervising the use of office facilities and resources, ensuring their efficient and effective utilization.
- Coordinating purchasing activities, including sourcing vendors, obtaining quotes, and processing purchase orders.
- Contributing to the development and implementation of finance and administrative policies and procedures.
- Providing support in financial and administrative audits, ensuring compliance with relevant regulations and standards.
- Collaborating with internal stakeholders to address finance and administrative queries or concerns.
- Assisting in the preparation of financial forecasts, budgets, and financial analysis reports.
- Participating in meetings or discussions related to finance and administration, providing input and insights as necessary.

IT Assistant Related Duties

- Entering data into VMC (visual Monitoring Compliance and analysis dashboard) from the source documents within time limits
- Compiling, verifying the accuracy, and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibles, and checking output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports store completed work in designated locations and perform backup operations
- Comply with data integrity and security policies
- Ensure proper use of office IT equipment and address any malfunction
- Ensure update of survey apps on Tablet devices and assist in their troubleshooting
- Assist District IT officers in their day-to-day tasks
- Protects the organization's value by keeping information confidential.
- Accomplishes department and organization mission by completing related results as needed
- Perform Finance & Admin related duties as a focal person.
- Any other task can be assigned by the supervisor

Other tasks Assigned by the supervisor:

- Being flexible and adaptable to take on additional responsibilities or tasks as assigned by the supervisor.
- Demonstrating willingness to learn and acquire new skills to fulfill evolving job requirements.
- Collaborating with team members and stakeholders to support cross-functional initiatives.
- Prioritizing and managing multiple tasks effectively, ensuring timely completion.
- Maintaining open communication with the supervisor and seeking clarification or guidance when needed.
- Embracing a proactive and problem-solving approach to handle new or unfamiliar tasks.
- Demonstrating a positive attitude and a willingness to contribute to the overall success of the team and organization.

SEARCH ENGINE OPTIMIZATION EXECUTIVE, HopSolz Pvt Lahore 2020-2023

- In this organization was responsible to increase ranking & traffic for client's websites.
- Done On Page SEO for Different Projects.
- Do Off Page SEO for projects
- Do Trust Flow (TF) and Trust Rate (TR) for projects
- Backlinking
- DigitalMarketing

ADMIN & FINANCE OFFICER, Bunyad Literacy & Community Council (BLCC) Sialkot, Aawaz II Project, March 2023 - July 2023

ABOUT THE PROJECT

The Aawaz II programme, managed by British Council, works with local communities in Khyber Pakhtunkhwa (KP) and Punjab provinces to promote the rights of women, children, youth, and other marginalised groups.

ABOUT THE ROLE

As Finance & Admin Officer responsible at the district level for maintaining the organization's financial integrity, overseeing all financial project management as well as general office services, preparing all financial reports as per Government of Pakistan regulations, organizations policies and procedures, and British Council requirements throughout the life of the project.

ROLES AND RESPONSIBILITIES

- Manage the accounting, finance, and administration components of the programme, including petty cash funds and field office finance, accounting, and administrative activities.
- Establish programme financial management systems, procedures and controls to ensure consistency with organisations standard operating procedures and donor policies.
- Coordinate quarterly requests for funds to ensure the programme has all necessary funds for operations, and coordinate and oversee programme tendering and procurement activities in the district.
- Advise programme team on financial health through the provision of regular and timely financial expenditure reports.
- Prepare & review all types of vouchers (disbursement, receipts, and general journal vouchers) for expenditures and ensure that expenses are reasonable, allowable, and allocable to the project.
- Maintain financial controls and procedures for the management of funds and sub awards/contracts
- Prepare budgets, projections, analysis, and reports for review and action by the DSP Finance Manager and Aawaz II Programme Manager for submission to donor.
- Manage financial files and support annual audits.
- Coordinate financial and contractual requirements.
- Oversee payroll procedures and HR policies for national staff, ensure adherence to local labour laws, and manage all tax reporting.
- Attend safeguarding related training sessions and adhere to safeguarding principles. Ensure that safeguarding code of conduct is signed by all staff members.
- Other duties as assigned by Aawaz II Project Coordinator.

COMPUTER SKILLS:

- DOM from Ishaq Computer College Kasur
- Digital Marketing & Freelancing from Digiskills.pk By VU
- Professional Typing Master

HOBBIES:

- Reading Books
- Web Surfing

LANGUAGE:

- Urdu, Punjabi, English

PERSONAL QUALITIES:

- Work well under pressure.
- Work well as a team member.
- Excellent communication skills.
- Strong Organization, Problem-solving.
- Planning skills