

# CURRICULUM VITAE

## Muhammad Arslan

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### CAREER OBJECTIVE

I aim to serve with honesty sincerity and devotion while enjoy the challenges of the fast paced working environment by utilizing my skills.

### EXPERIENCE

#### Government

1. Serving as **Senior Key Punch Operator (BS-15)** at **Office of the Graduate Studies (OGS), University of Education, Lahore** since 27-02-2023 to till date.

#### Major Responsibilities:

- Receipt of MS/MPhil/PhD theses and their forwarding to the concerned department after checking the necessary requirements as per the applicable checklist for thesis submission.
  - Maintaining the record of Supervisors, Title of thesis and external examiners of the students of MS/M.Phil/PhD.
  - Obtaining the approval for extension in submission research proposal / synopsis of PhD students.
  - Maintaining the record of Doctoral Advisory Committee of the PhD students
2. Served as **Incharge Finance Office** at University of Education, Bank Road Campus, Lahore since 17-06-2022 to 24-02-2023.

#### Major Responsibilities:

- Maintaining Cash Books and Bank Accounts.
  - Bills Processing (Salary, M.Phil./PhD Allowance, Medical treatment, Viva Voce, External/Internal Examiner).
  - Processing of different Auction Cases.
  - Member of Purchase Committee, Photocopy Shop/Canteen Committee, Inquiry Committee, Construction Work Inspection Committee).
  - Preparation of Budget requirement of the Campus
3. Served as **Key Punch Operator (BS-15)** at Registrar Office, Administration Department, University of Education, Lahore since 19-01-2022 to 16-06-2022.

#### Major Responsibilities:

- All types of leave processing.
- MS/M.Phil. & PhD allowance cases processing.
- All types of NOC's to Regular, TTS, IPFP faculty.
- Verification of experience certificates.

- Processing of transfer cases of employees. and issuance of experience / service certificates.
- Forwarding of different cases to outside departments e.g. HEC, HED, GOP.

4. Served as **Key Punch Operator (BS-12)** at **Administration Department, University of Education, Lahore** since 18-01-2022.

**Major Responsibilities:**

- Maintaining the record of Health Record Proforma in soft and hard form.
- Updating the relieving's / joining's.
- Preparation of maternity/Paternity leave cases of all employees.
- Maintaining the record of casual leave, official DAK / correspondence in hard and soft form in classified files / folders.
- Interim Placement of PhD applicants and processing regarding their joining and relieving.

5. Served as **Senior Clerk BS-09** at **Lahore Museum, Lahore** w.e.f. 04-04-2016 to 10-02-2017.

**Major Responsibilities:**

- To assist my Senior Officers for preparation of employees' salaries.
- Maintaining the record of GP Fund/ CP Fund of and entries in relevant register.
- Filing of monthly online Income Tax and Sales Tax return to FBR.
- Preparation of files record available in record room is soft and as well as in physical form.
- Troubleshooting the minor problems of computer systems in office.

**Private**

6. Served as **Data Analyst** in **Lahore Medical Instruments Pvt Ltd** from 02-Feb-2012 to 05-06-2015.

**Major Responsibilities:**

- Preparation & Dispatching of orders.
- Issuing Invoices & Delivery Challans.
- Preparing monthly and annual sales statements.
- Maintain all record of hard copy in classified form.

**COMPUTER SKILLS**

**Certificate in Information Technology from AL-FALAH College of Computer Sciences (OPP Lahore**

General Hospital)

➤ MS-Windows XP, 7, 8, and

➤ Software & Hardware Installation.

 M.S Excel

 In Page

 M.S Word

 Adobe Photoshop

 M.S PowerPoint

 Internet

 M.s Outlook Express

### ACHIEVEMENT

- Got a **Laptop** by **CM Punjab, Mian Muhammad Shahbaz Sharif** by selecting in the list of Bright Students of the year 2012.
- Got a Job in **Punjab Police** Special Branch as an **Intelligence Operator BS-07**.
- Got a Job in **Pakistan Railway** as **Commercial Group Student BS-05**.

### PERSONAL INFORMATION

- **FATHER, S NAME** Imdad-Ullah Khan
- **MARITAL STATUS** Married
- **NATIONALITY** Pakistani
- **LANGUAGES** Urdu, English, Punjabi
- **Gender** Male
- **RELIGION** Islam
- **Domicile** Lahore (Punjab)

### ACEDEMICS

CLASS	YEAR	BOARD/UNIVERSITY
MBA / MS / MPhil	2017-21	Hailey College of Banking & Finance, University of the Punjab, Lahore
M.A History	2015	University of the Punjab, Lahore
B.COM	2011	University of the Punjab, Lahore
I.COM	2009	BISE Lahore
Matric	2007	BISE Lahore

### PROFESSIONAL SKILLS

- Quick learner.
- Self starter, Energetic.
- Flexible in all working conditions.
- Well written, Verbal and Presentation skills in English.

### INTERESTS

#### Sports:

Cricket.

#### Hobbies:

Book Reading.

Web Browsing.

## REFERENCES

1. **Mr. Muhammad Sajjad**  
**Deputy Director (Registration)**  
Registration Section, University of Education, Lahore
2. **Ms. Fatima Musa**  
**Deputy Director (Administration)**  
Office of the Graduate Studies, University of Education, Lahore
3. **Mr. Muhammad Atif Hanif**  
**Major / Legal Advisor**  
Pakistan Air Force (PAF)
4. **Syed Furqan Bukhari**  
**National Sales Manager/ Sr. Executive**  
Lahore Medical Instruments PVT Ltd. (48 KM, Lahore Kasur Road, Kasur)



**Muhammad Arslan**