

Resume

Name: Muhammad Zubair Ali

Father's Name: Ali Akhter

Date of Birth: Lahore April 24, 1980

Nationality: Pakistani

Religion: Islam

Martial Status: Married

N.I.C. No. 35200-1553471-3

Domicile: Lahore (Punjab)

Mailing Address: House No. 219, Block 4 Town Ship, Lahore.

Cell No 0321-444-8649

ACADEMIC QUALIFICATIONS

Post Graduation: **Master in Commerce M.Com. (Finance)**
From The University of Punjab,
Hailey College, Lahore

Graduation: **B.Com (2000)**
Punjab College of Commerce,
(Punjab University)

Intermediate: **I.Com (1998)**
Scholar College of Commerce
(Lahore Board)

Matriculation: **Science (Math/Phys/Chem/Bio) (1996)**
Govt. Saint Frances High School, Anarkali
(Lahore Board)

E.Commerce: One year Computer course for web designing from
Nicon Davis Road Branch, Lahore

Professional Experience:

1. Six months Internship In Faysal Bank (Pvt) Limited
2. Work as Assistant to Finance Director, in CARE KNIT WEAR (PVT) LIMITED. Largest Exporter of Sports Sock. (From August, 2003 to December 2008)

Key Responsibility

- Supervision of staff work Like Export Manager, Accounts Manager, Store officer, Purchase Manager etc.
 - Checking of Documentation for Export for different Shipments.
 - Insurance matters General Insurance and Group insurance of employees and Social Security related matters.
 - Checking of Pay roll of the staff.
 - Bank related matter i.e LC Opening, Accounts related matters issue of Cheques, bank transfers, Refinance Scheme of State Bank matters and discounting of export bills etc.
 - Vender Payments.
 - Checking of all types of goods come in and goes out from the factory.
 - Checking of stock.
 - Make the company ISO 9001 certified.
 - Developed software to keep the record computerized.
 - To conduct Annual Audit.
3. Work as **Project Accountant** from 02-3-2009 to July, 2013 and **Administration Officer** since August 2013 continued in University of Education.

Key Responsibilities

- Look after the matter from Tender opening up-to the completion of the tender work.
- To keep the record of Releases of Funds.
- To keep the record of utilization of record.
- Checking Bills of Contractor with BOQ reconciliation and procedure i.e. from measurement book to Cheques preparation and safely handed over to contractor/ Vender.
- Checking Pay roll register /sheet of Staff.
- HEC Reporting regarding time to time progress.
- HEC funded Foreign Scholarship.
- Dealing with Audit paras and Audit related matter replies etc. and quires of Provincial Assembly and advance para etc.
- Correspondences with other Govt./ Private Department and inter University Department, letters , emailing noting etc.
- I dealt with Planning (Preparation of PC-1 ,2,3,4)
- Act as Secretary Procurement Committee under PPRA rules Okara Campus.

4. Currently Working as **Administration Officer BS-17** since 1st August 2013 continued in University of Education.

Key Responsibilities

- Look after the matter from requisition to estimations of requisition, to the level of awarding of work through Tendering procedure under PPRA Rules.
- Correspondences with other Govt. / Private Department and inter University Department.
- I also dealt with Planning (Preparation of PC-1 ,2,3,4)
- Act as Secretary Procurement Committee under PPRA rules Okara Campus.

5.

Interests:

Watching and Playing Cricket, Browsing, Watching NEWS CHANNEL

Languages

Urdu, English, Punjabi

Computer Skill

Microsoft Office, Languages like html, J. Developer, Java etc.