

**Address:** House # 169, Street # 8  
Scheme # 2, Mustafa Abad  
Lahore.

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## Muhammad Zaheer

### Objective:

To accept a challenging environment and initiate towards Economical, Administrative & Accounts activities in the working organization. I use my skills and capabilities to assist an organization in achieving its strategic and financial goals.

### Experience:

- More than 3 Years' experience as "**Account Officer**" in Nairang Art Gallery & Nairang Café.
- 5 Months working experience as "**Internal Auditor**" in Vital International (Samsung).
- I am working as "**Key Punch Operator**" in "**BS-12**" in University of Education, Lahore from June 2009 to January 2017.
- I am working as "**Sr. Key Punch Operator**" in "**BS-15**" in University of Education, Lahore since 26<sup>th</sup> January 2017.

### Responsibilities:

- My main responsibilities were to maintain General, Ledger, Bank reconciliation Statment on Monthly Basis, Semi annually & annually. I was also settled all bank matter himself on company behalf.
- In University of Education, I am working in Registration & Form Section, Collection of Data, Scrutinize, Affixing of Roll No's, Issuance of NOC, issuance of Name Correction Notification.

### Academic Qualification:

- **Master in Economics (2<sup>nd</sup> Division)**  
University of the Punjab, Lahore
- **B.Com (1<sup>st</sup> Division)**  
Hailey College of Commerce University of the Punjab Lahore
- **I.Com (1<sup>st</sup> Division)**  
Board of Intermediate & Secondary Education, Lahore.
- **Matric (2<sup>nd</sup> Division)**  
Pakistan Railway High School, Mughalpura Lahore.

### Computer Skills:

Can operate the following:-

- MS-Office & **Peach Tree** Accounting Software
  - E-mail & Internet.
- Six Month Diploma in Microsoft Office.

### Personal Information:

Father Name	Zahoor Muhammad (Late)
N.I.C No.	35201-0299451-9
D.O.B	08 -12-1981
Marital Status	Married
Religion	Islam

### Reference:

- Mahmood Ali, Deputy Director Registration, UE Lahore
- Muhammad Zubair, Electrical Engineer, Pakistan Railway Headquarter, Lahore. 0321-4739253