



GHULAM ABBAS MALIK

Rawalpindi: Street # 07, House No 3, Shaheen Town

Ghotki: Malik House Mohalla Anwerabad Taluka & District Ghotki (Sindh)

DOB: July 04, 1985 | **Mobile No:** 0331-3081181 | **Email:** abbasmalik937@gmail.com

OBJECTIVES

"My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation"

PROFESSIONAL QUALIFICATION

Diploma in Information Tech - 2008

Sindh Board of Technical Education
Karachi (Sindh)

Typing Speed (42/min) 2009

Mehran Typing & Shorthand Center
Ghotki (Sindh)

Languages

- English
- Sindhi
- Urdu
- Siraeki

Characteristics

- Proactive, confident, positive attitude
- Ability to multi-task, react quickly to shifting priorities and meet deadlines
- Able to clearly communicate technical data to non-technical colleagues and clients
- Planning and Organizing
- Information Collect and Management
- Ability to work under pressure

Hobbies

- Cricket, Football, Snooker, Badminton, Body building, Boxing, Reading, Writing

QUALIFICATION

MA (International Relation) 1st Division

Shah Abdul Latif University, Khairpur (Sindh)

MBA (Finance) Still Continued in last Semester

Iqra University, Islamabad

EXPERIENCES

Officer In-charge Progress at Fazaia Teachers' Training Institute
Oct, 2014 – Sep, 2024 PAF Complex, Air Headquarters,
Sector E-9, Islamabad

- Systematically organized and maintained both current and archival files to ensure easy retrieval and accurate record-keeping.
- Managed incoming and outgoing mail, including sorting, distributing to relevant officers, and typing letters as required.
- Oversaw various registers and records, including stationary, inventory, photocopier, generator maintenance, attendance records, leave records, portfolios etc.
- Ensured accurate preparation and submission of Quarterly Returns, Bi-Annual Returns, PAF Journal Shaheen Material and Annual Operational Reviews.
- Updated and maintained comprehensive data related to faculty, Staff, Fazaia trained & un-teachers, Fazaia Students, Lists of Books, Resource Persons, Guest Speakers, Cambridge Programme Leaders, Mentors, and Cambridge Certification teachers.
- Managed communication regarding educational policies, student examination processes, books, and official notifications from the Federal Board of Intermediate and Secondary Education (FBISE).
- Coordinated logistics and communication with Oxford University Press (OUP) and National Book Foundation (NBF) for the efficient distribution of educational materials.
- Supervised all subordinate staff, providing guidance and oversight to ensure effective performance and adherence to organizational standards.
- Prepared updates and summaries for meetings / briefs with the Director, ensuring relevant information was accurately presented and discussed.

Accountant at Law College Ghotki (Sindh)

2007 – 13

- To produce monthly management accounts.
- Responsibility for keep the month end file up to date and complete.
- Review balance sheet reconciliations and seek to resolve any anomalies.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Establish tables of accounts, and assign entries to proper accounts.
- Maintain financial records of the college's assets & capital grants.
- To provide timely and accurate financial information to enable effective management, Open mail and match payments to invoices.
- Arrange for money to be delivered to bank.
- Utilize computer systems to run databases, pay bills and order supplies.
- Issue checks for accounts payable, maintaining petty cash record, fixed assets record
- Managing Cash, Cash book and bank accounts as per company policy and procedure.

Research & Investigation at Capital TV Channel Islamabad

- Writing scripts for bulletins, headlines and reports. Research data from outsources
- Identifying necessary resources and deploying and managing technical.