

Bashir Akbar

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CAREER OBJECTIVE

Pursuing a challenging opportunity in a dynamic working environment that would contribute towards professional growth and development.

AREAS OF STRENGTH

- Knowledgeable of accounting software.
- Efficient in the preparation of Cashbook, stock register, vouchers, monthly salary preparation, etc.
- Efficient in University Management System (UMS), Campus Management System (CMS)

EXPERIENCE

2023	CECOS UNIVERSITY OF IT AND EMERGING SCIENCES <i>Title, Program Manager (May23 to till Date)</i>	Peshawar, Pakistan
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Course Management:

- Assist in the selection of courses and visiting faculty members
- Share course details with the Office of Graduate Studies
- Display offered course list and coordinate course registration, allocation, timetable issuance, and seminars/workshops

Exam Management:

- Prepare date sheets, collect and distribute exam materials, and submit results
- Supervise scrutiny, collect repeat cases forms, and sessional marks
- Cross-check data and create subject and batch-wise files for grading
- Prepare and finalize results, and forward a copy of the final result for declaration
- Check attendance entries, generate roll numbers, and initiate letters for paper-checking leaves
- Confirm sessional and lab marks entry and distribute papers to teachers
- Liaison with the exam section for exam-related matters.

Academic Administration:

- Assist HOD, manage website, and resolve academic issues of students
- Prepare for visits, reports, budget, and staff recruitment
- Implement faculty development programs and curriculum revisions
- Conduct student feedback, policy proposals, and document ongoing activities

Office Management:

- Monitor supplies and handle shortages, resolve malfunctions, and maintain records
- Utilize office appliances and computers for word processing
- Schedule meetings and appointments, create agendas, and record minutes
- Assist in organizing board meetings and liaise and coordinate across departments
- Organize the office, sort and distribute communications, and maintain relationships with students and colleagues
- Sort and distribute incoming and outgoing mail, and assist in making travel arrangements.

HR Management:

- Recruitment, Employee Screening, Employee Records, Relations
- Participate in staff recruitment and evaluation, and provide staff training if possible

2019-23

CECOS UNIVERSITY OF IT AND EMERGING SCIENCES

Peshawar, Pakistan

Title, Coordinator CPD (Dec19 to April 23)

- Developing and implementing a comprehensive range of professional development programs and services such as workshops or seminars, and collaborating with faculty to ensure the programs align with current industry trends and requirements.
- Planning and organizing events such as sessions. This involves coordinating with employers, alumni, and other stakeholders to secure their participation, arranging logistics, and promoting the events to students and faculty.
- Collect and analyze data related to program participation, employment outcomes, and student satisfaction. Then use this data to evaluate the effectiveness of CPD programs and initiatives, and produce reports for university administration.
- Managing and overseeing various programs and initiatives aimed at enhancing the professional development of students and faculty.

2016-19

CECOS UNIVERSITY OF IT AND EMERGING SCIENCES

Peshawar, Pakistan

Title, Office Assistant & Computer Operator (Nov16 to Nov19)

- Attending Queries Regarding Admissions, results, Academics, etc.
- Issuance of Progress Reports, Character certificates, Bonafide Certificates, Reference Letters, English Proficiency certificates, Internship Letters, Assignment Letters, Project Letters, Course Completion certificates, Requisition Forms, etc.
- Maintaining Class Wise Result Notifications Files and Attendance Record
- Preparing and Re-Sessional Marks as sent by the HoDs and making a printout for onward submission to the Controller of Examinations through respective HoDs.
- Department Wise Record of Received CVs.
- Preparation/Compilation of Data and Maintenance of Documents for NBEAC etc.
- Preparation of data in consultation with HoDs, and relevant departments as and When Required by Head Office for Onward Submission to NBEAC, HERA, Ministry of Science & Technology, and Other Agencies, etc.
- Maintaining a record of filled-in Subject Wise Data Attendance Cum Course Follow-up Reports as handed over by the respective Academic Coordinators.
- Assisting the Academic Coordinator, HOD, and Exam Coordinator in all matters of the Department.

2014-15

LIBERTY MALL

Peshawar, Pakistan

Title, Coordinator & Accountant (Sep14 to Feb15)

- Daily report of work to Director
- Coordinating activities with the customers.
- Documents financial transactions by entering accounting information
- Prepare & checking monthly payroll to ensure accuracy, and staff deduction.
- Maintaining daily reports of all the construction.
- Prepare Payables & Receivables Statements.
- Prepare daily and monthly Construction expenses
- Prepare expenses and investments of both partners.

2012-14

BRIGHT INSTITUTE OF SCIENCE & TECHNOLOGY (BIST)
Title, Accountant & Administrator (Sep12 to Mar14)

Peshawar, Pakistan

- Reviews and processes invoices and vouchers for payments
- Guides accounting staff by coordinating activities and answering questions
- Documents financial transactions by entering accounting information
- Checking monthly payroll to ensure accuracy, and staff deduction.
- Maintaining proper check and control over assets
- Supervising, to ensure that all work is performed properly
- Create and modify documents using Microsoft Office
- Keep company contact information up-to-date
- Collect and maintain PC Inventory
- Data administration, backup, recovery, data importing exporting, storage management
- Maintain and distribute staff weekly schedules

2011-12

GLOBAL PEACE AND LOGISTICS SERVICES (GPLS)
Title, Manager Finance (Jan11 to Feb12)

Kabul, Afghanistan

GPLS is a Private Afghan firm engaged in the services of Waste Management, Transportation, Construction, Generators, Air Conditioning, Fuel, Laundry, Pest Control, Housekeeping, Catering Services & Supplies to both the public and private sectors.

- Provide Reports and Financial Statements
- Participation in the financial information of various cash flows and projects
- Interaction with the customer every month for the pending payments
- Conducting Internal Audit
- Checking monthly payroll to ensure accuracy and staff deduction.
- Budget Management
- Preparation of Contract & Agreement File
- Preparation of Audit File
- Controlling and managing the financial team
- Bank Reconciliation every month
- Prepare Revenue & Expense account for DSR Project
- Prepare Life Support Summary for AMEC Defense University Qargha with breakups
- Prepare Oconus Pay Application for Lakeshore Qargha, KMTC, Herat & Mazar-e-Shareef
- Prepare pending summaries every month for all the clients
- The main clients with whom I work are as under:
- G4S Secure Solution, Lakeshore Engineering, PAE, Blue Hackle Middle East
- British Embassy, Czech Army, OASE Restaurant French Army, Sodexho International
- Modular Construction, AMEC, Stratix, FTGOS, Network Innovations, Baron Hotel
- ESKO UK, GAL Global Alliance, Ronco, German Embassy

2009-10

SAEED METHANI MUSHTAQ & CO (CHARTERED ACCOUNTANTS)
Title, Junior Auditor (June 09 to December 10)

Peshawar, Pakistan

SMM & Co. is a Chartered Accountant firm engaged in the provision of Audit, Corporate, and Tax related Services to both the public and private sectors.

- Preparation of Accounts from trial balance
- Online Data completion for Tax Dept. Federal Board of Revenue (E-filing)
- Assisting Corporate and Tax Matters
- Conducting Audits

- Preparation of Audit File and reviewing all legal documents, licenses, Partnership Deed, Article of Association and previous Audit reports etc.

2009-10	EDUCATION SECTOR REFORM UNIT (ESRU) <i>Title, Part time Accountant (Sep09 to Aug10)</i>	Peshawar, Pakistan
	ESRU is a Project of the Elementary & Secondary Education Department funded by the Department for International Development (DFID) for Reform operations in the Education Sector of Khyber Pakhtunkhwa. • Maintenance of Account Books • Preparation of Quarterly Expenditure Report to the Donors • Preparation of Annual Receipts and Payment Account • Maintaining Stock Register	
Oct- 2008	CENTRE FOR HUMANITARIAN DIALOGUE (HD) Attended meeting on presently ongoing situations in South Asia especially Afghanistan at Humanitarian Dialogue Center in Geneva , Switzerland	Geneva, Switzerland
2008-2009	FARABI COLLEGE Worked as an Office Assistant (May 08 to May 09)	Peshawar, Pakistan
2008	MCB BANK Internship (Sep to Nov) Work in General Banking and Credit Department	Peshawar, Pakistan

EDUCATION

2009-2010	UNIVERSITY OF PESHAWAR <i>Master of Business Administration (MBA)</i> <i>Major (Finance)</i>
2005-2008	IBMS AGRICULTURE UNIVERSITY PESHAWAR <i>Bachelor of Business Administration (BBA) (Hons)</i> <i>Major (Finance)</i>

SKILLS AND ACTIVITIES

- Excellent written, strong interpersonal & communication skills
- English Language Program. ELP, Peshawar
- Microsoft Office. Ms Word, Ms Excel, Ms PowerPoint
- Windows Installation and Maintenance. Microsoft Office, Peshawar
- Computer software, hardware, Internet
- Quick book
- Tally
- Peachtree accounting

LANGUAGES

- English, Urdu, Pashto, Punjabi

REFERENCES

References will be furnished upon request