



Farrukh Ikram

Date of birth: 12/09/1980 | **Nationality:** Pakistani | **Gender:** Male | (+92) 3365163339 | (+92) 3125163339 | mrfarrukhikram@gmail.com |

House # NE - 963, Tahir Street # 3, Dhoke Farman Ali, Chaklala Road, Rawalpindi., 44000, Rawalpindi, Pakistan

About me: I wish to utilize my training related experience to secure a responsible and challenging position in the capacity. Where I may contribute to the growth for both a prospective employer and myself along with fact and honesty.

● WORK EXPERIENCE

01/02/2020 – CURRENT – Islamabad., Pakistan

PURCHASE ASSISTANT – SHIFA TAMEER E MILLAT UNIVERSITY ISLAMABAD.

- Conducting product research and sourcing new suppliers and vendors.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Performing inventory inspections and reordering supplies and stock as necessary.
- Conducting market research to keep abreast of emerging trends and business opportunities.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Attending product launches and networking with industry professionals.
- Establishing professional relationships with clients as well as vendors and suppliers.
- Ensuring all stock is packaged appropriately and delivered to the correct location in a timely manner.

Purchase Department | Education | purchase@stmu.edu.pk | www.stmu.edu.pk |

Shifa Tameer e Millat University, Pitrus Bukhari Road, Sector H-8/4, Islamabad., 46000, Islamabad, Pakistan

01/08/2017 – 31/01/2020 – Islamabad, Pakistan

ADMIN ASSISTANT – SHIFA TAMEER E MILLAT UNIVERSITY, ISLAMABAD.

- Answering telephone calls, responding to queries, and replying to emails.
- Preparing expense reports and office budgets.
- Managing office supplies and ordering new supplies as needed.
- Systematically filing important company documents.
- Forwarding all correspondence, such as letters and packages, to staff members.
- Scheduling meetings and booking conference rooms.
- Hiring maintenance vendors to repair or replace damaged office equipment.
- Assisting the HR department with job postings and interviews.
- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

Administration | Education | admin.secretariat@stmu.edu.pk | www.stmu.edu.pk |

Shifa Tameer e Millat University, Islamabad, Pitrus Bukhari Road, Sector H-8/4, Islamabad., 46000, Islamabad

10/10/2013 – 31/07/2017 – Islamabad., Pakistan

PURCHASE ASSISTANT – SHIFA TAMEER E MILLAT UNIVERSITY ISLAMABAD.

- Conducting product research and sourcing new suppliers and vendors.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Performing inventory inspections and reordering supplies and stock as necessary.

- Conducting market research to keep abreast of emerging trends and business opportunities.
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Shifa Tameer e Millat Univeristy, Islamabad , Pirtrus Bukhari Road, Sector H-8/4, Islamabad., 46000, Islamabad, Pakistan

10/05/2006 – 30/09/2013 – Islamabad., Pakistan

ACCOUNTANT / ADMIN OFFICER – GLOBEL OPTIMIZED ENGINEERS (PVT) LTD.

- Administering payrolls and controlling income and expenditure
- Auditing financial information
- Compiling and presenting reports, budgets, business plans, commentaries, and financial statements
- Analyzing accounts and business plans
- Financial forecasting and risk analysis
- Dealing with insolvency cases
- Negotiating the terms of business deals and moves with clients and associated organizations
- Meeting and interviewing clients
- Managing colleagues, workloads, and deadlines.
- Answering telephone calls, responding to queries, and replying to emails.
- Preparing expense reports and office budgets.
- Managing office supplies and ordering new supplies as needed.
- Systematically filing important company documents.
- Forward all correspondence, such as letters and packages, to staff members.
- Scheduling meetings and booking conference rooms.
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- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails, and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

06/02/2001 – 05/05/2006 – Islamabad., Pakistan

ACCOUNTS ASSISTANT – SHIFA INTERNATIONAL HOSPITAL LTD. SECTOR H-8/4, ISLAMABAD.

- Administering payrolls and controlling income and expenditure
- Auditing financial information
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements
- Analysing accounts and business plans
- Financial forecasting and risk analysis
- Dealing with insolvency cases
- Negotiating the terms of business deals and moves with clients and associated organisations
- Meeting and interviewing clients
- Managing colleagues, workloads and deadlines.
- Answering telephone calls, responding to queries, and replying to emails.
- Preparing expense reports and office budgets.
- Preparing OPD & IPD cash and panel patient Bills Daily and Monthly basis.
- Dealing with patients for their financial quires

● **EDUCATION AND TRAINING**

2021 – Abasyn University, Park Rd, Meherban Colony Chatta Bakhtawar, Islamabad, Islamabad Capital Territor,
Islamabad, Pakistan
MASTERS OF SCIENCE IN MANAGEMENT SCIENCES – Abasyn University, Peshawar

2017 – M. A. Jinnah Campus, Defence Road, Off Raiwind Rd, Lda Avenue Phase 1 Lda Avenue, Lahore, Pakistan., Lahore,
Pakistan
MASTER IN ACCOUNTS & FINANCE (M. A&F) – Virtual University

2012 Allama Iqbal Open University, Islamabad, Sector H-8, Islamabad.
BACHELORS OF COMMERCE (B.COM) – Allama Iqbal Open University, Islamabad.

2000 B.I.S.E Rawalpindi, Near Attock Oil Refinery, Morgah Rd, ARL Colony Rawalpindi
INTERMEDIATE OF COMMERCE (I.COM) – Board of Intermediate & Secondary Education, Rawalpindi.

1998 F. G. Technical High School, Chaklala, Rawalpindi.
SECONDARY SCHOOL CERTIFICATE (SSC) – F. G. Technical High School

● **LANGUAGE SKILLS**

Mother tongue(s): URDU | PANJABI; PUNJABI

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **ORGANISATIONAL SKILLS**

Advance Diploma in Computer Sciences from Super Tech Institute of Computer Sciences Rawalpindi.

- MS Office (Word, Excel etc.)
- Computer Hardware
- Computer Software Installation
- Basic Computer Programming
- Corel Draw
- Photo Shop
- Computer Typing
- Basic Graphics Designing
- Computer Composing
- Use of Internet (Emails, Downloads, etc)

Certificate on Office Management at Shifa International Hospital Islamabad

- Computer skills
- Communication skills
- Analysis and Assessment
- Judgment
- Problem Solving
- Decision Making
- Planning and Organization
- Time Management
- Attention to Detail
- Accuracy
- Initiative
- Teamwork
- Budgeting
- Staffing
- Developing Standards
- Inventory Control

Certificate on Management Information User System at Shifa International Hospital Islamabad.

- Financials Skills
- Inventory Skills
- Personnel Skills
- Project timelines Skills
- Time Management Skills
- Reporting Skills
- Data Entry Skills
- Managing data
- Daily Transactions
- Training on MIS

Certificate on Maintenance and Handling of Doubtful Accounts at Shifa International Hospital Islamabad.

- Maintaining the Bed Debts
- Adjusting The Doubtful Debts
- Justifying the Bed Debts
- Maintaining the Doubtful Debts
- Reporting the Bed Debts
- Reporting the Doubtful Debts.

Certificate on Effective Work Skill at Shifa International Hospital Islamabad.

- Creativity
- Critical Thinking
- Problem Solving
- Customer Service skills
- Teamwork skills
- Communication.
- Collaboration.
- Active Listening
- Adaptability.
- Negotiation.
- Conflict Resolution
- Customer Service.
- Decision Making.
- Management.
- Leadership skill
- Organization.

- Learning about Listening Communication Skills
- Learning about Reading Communication Skills
- Learning about Writing Communication Skills
- Learning about Speaking Communication Skills
- Effective Presentation Skills, etc.

● **HOBBIES AND INTERESTS**

Cricket

I am very fond of playing and watching cricket.

Reading Books

I read books to enhance my knowledge.

Watching TV

I love to watch current affair (NEWS)

Love to Play with Kids

I would like to play with kids and spend time with family.