

Ahmad Mahmood

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Address: House # 110/b, main Mughal Abad road near SES School
Rawalpindi Cantt



Education:

– Lincoln University, Malaysia PHD in Management	Oct 2022 – Continue....
– SZABIST, Islamabad, Pakistan MS in Project Management	Sep 2018 – Jan 2021
– Quaid e Azam University, Islamabad, Pakistan BS in Economics	Oct 2010 – Mar 2015
– Liaquat Ali Degree College Peshawar Road, Rawalpindi, Pakistan ICS With Mathematics, Statistics & Economics	Sep 2008 – Sep 2010
– Standard English School, Rawalpindi, Pakistan Matriculation with mathematics, Physics, Chemistry & Computer	Sep 2006 – Aug 2008

Employment History

MT SECURITY SERVICES SDN BHD Admin HR & Logistics – Coordinate Office activities – Inventory management (Ensuring everything is in Stock) – Organizing Data & Digitalizing Data – Entries in software (Local software) – Preparing Claims & Book Keeping – Entries in software (Local software which include everything in it) – Voucher Management (Filing, Entries & Record)	Dec 2022 to Dec 2023
CERP (Center for Economic Research Pakistan). Data entry Executive – Data Entry of the documents – Data Sorting – Data Management – Meeting Timeline	June 2022 to Oct 2022
Khurram Aziz & Co Admin & Accounts – Coordinate Office activities – Greeting Visitors & Record – Preparing information – Organizing Data (Collection & filling)	Oct 2020 to Feb 2021
Shahid Travels & Co Assistant Manager – Responsible for promotions – Prepare visitors & tourist information – Responsible to sell holidays & travel related products – Managing Budget & Supervising Staff	April 2019 to Dec 2019
Indus Heritage Trust Assistant Admin & Finance Officer	Jan 2018 to Mar 2019

- Book Keeping & Reconciling Bank Statements
- Voucher & Payroll Management
- Petty Cash
- Cash Inflows and Outflows

Pak United Christian Association
Sep 2016 – Mar 2017
Admin & Finance Assistant

- Book Keeping
- Payables
- Voucher Management & Checking Payments
- Managing reports in Excel
- Deals with Vendors & customer Invoices

Human Resource Development Society
May 2015 – Aug 2016
Work as an Internee

- Voucher & Payroll Management with payment checking
- Reconciling Bank Statements
- Deals with Vendors & Vehicle Administration

Teaching Experience
Feb 2013 to Mar 2019
Online, Physical & Home tuitions
Subjects

- Mathematics (5th till BSC)
 - Economics (First year till BSC)
 - Statistics (First year till BSC)
 - Accounting (Basic)
 - Management (Basic)
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Computer Literacy:

Foundation of Computer	Operating System
Use of internet & Email	Networking Essentials

Publication:

The Role of Administrative Empowerment in Universities: Enhancing Operational Efficiency, Innovation, and Collaborative Culture in HEC X CATEGORY

Conference:

International Conference on Climate Resilience, Digital Transformation, and Artificial Intelligence (Hybrid-2024)

Workshop:

Master your Research - Workshop Series 2025 - A Workshop Organized by the CENTRE OF Post Graduate Studies

Travel History:

Singapore
Saudi Arabia
Timor-Leste
Malaysia

Indonesia

References available upon request