



MUHAMMAD MUQEET ALAM

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CAREER OBJECTIVE

I wish to work for challenging tasks, where my talent is utilized to the optimum level. I am performance driven and self-motivated to achieve. I believe that my mellow nature, honesty, good intellect, eagerness to learn make me an ideal candidate for your organization. I am a good team worker and extremely adaptive to different environments and cultures.

PROFESSIONAL EXPERIENCE

Army Housing Directorate, General Headquarters (GHQ)

(July 2025 – To Date)

Army Housing Directorate (AHD) is responsible for planning, developing, and managing housing projects for serving and retired army personnel. Its core functions include policy formulation, execution and supervision of construction projects, maintenance and allotment of official residences, and coordination with relevant military and civil departments. I am currently working as assistant manager finance, where I am responsible for the following jobs and tasks:

Job Description, Roles & Responsibilities

- Process of monthly E-Subs collected from residents of Askari Colonies.
- Preparation of spillover on a monthly basis.
- Manage and maintain JS Bank and Askari Bank receipts.
- Counter-checking of payment vouchers for all construction projects against each vendor.
- Audit of financial records shared by Askari Zones staff of Rawalpindi on a weekly basis.
- Posting payments with invoices in Microsoft Dynamics 365 application against each vendor.

National Logistics Corporation (NLC)

(October 2023 – June 2025)

NLC is the premier multimodal logistics organization of Pakistan with a rich history of offering multiple solutions to its valued clients for more than four decades. I am currently part of NLC, headquarters as assistant accountant payable, where I am responsible for the following jobs and tasks:

Job Description, Roles & Responsibilities

- Process vendor invoices and verify their validity and accuracy.
- Perform purchase order and invoice reconciliations to ensure record matching and completeness.
- Manage and maintain an organized system for invoice and payment records.
- Coordinate and communicate with vendors to resolve any discrepancies or issues with invoices.
- Prepare and process payments to vendors, following established procedures and timelines.
- Review and reconcile vendor statements to ensure all transactions are properly recorded.
- Posting payments with invoices in Oracle R12 application against each vendor.

Lab Instructor at Fast - NUCES University, Islamabad

(January 2024 – May 2024)

I was part of FAST university as Visting Faculty for the Financial Accounting Lab, where I was responsible for the following tasks and duties:

Job Description, Roles & Responsibilities

- Instructed students on MS Excel for financial analysis.
- Covered key accounting concepts including amortization and depreciation.
- Provided hands-on training in QuickBooks software for accounting practices.
- Responsible for creating and grading quizzes and assignments.

State Bank of Pakistan (Banking Services Corporation)

(July 2022 – August 2022)

I was part of State Bank of Pakistan, BSC Islamabad as an intern, where I gained valuable work experience from the trained staff of SBP. I was responsible for the following jobs and tasks:

Job Description, Roles & Responsibilities

- Learning of RAAST payment system.
- Experienced the impact and efficiency of payment system.
- Working on challenges faced by various banks in implementation of RAAST.
- Settlement of dispute payments between banks.
- Discussing RAAST payment solutions with Digital Innovation & Settlements Department (DI&SD)

EDUCATION

- **BSc. Accounting & Finance** (2019 - 2023)
FAST - National University of Computer and Emerging Sciences, Islamabad
- **FSC (Pre-Engineering)** (2019)
Fazaia Intermediate College, Rawalpindi, Pakistan
- **Matriculation (Science)** (2017)
Headway Escuela School, Rawalpindi, Pakistan

SKILLS

- MS Office 365 basics
- Project management skills
- Strong communication and interpersonal skills
- Proven presentation skills

PERSONAL INFORMATION

CNIC	35302-0435074-1
DOB	17 th July 2001
Father Name	Lt. Col Hasan Khurshid Alam Kayani (R)