

Zahid Mehmood

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Objective

To be part of a productive team where I can utilize my skills and potential to the maximum and contribute to achieving organizational as well as personal goals.

Professional Experience

System Administrator

Allama Iqbal Hospital, Haripur | Apr 2025 – Present

- Generate OPD slips for patients using HMS.
- Prepare and issue laboratory test slips.
- Manage daily cash flow and summaries via HMS.
- Generate vouchers for doctors through HMS.

Accountant

ZAAMG Traders | Oct 2022 – Mar 2025

- Managed cash flow of distributor goods.
- Prepared daily sales reports for sales staff.
- Calculated profit margins of sales goods.
- Maintained inventory stock and sales records.

Registrar's Office Assistant

Khadim Ali Shah Bukhari Institute of Technology, Karachi | Nov 2020 – Sep 2022

- Maintained student records using UMS.
- Coordinated student registration processes.
- Handled document verification and credential checks.
- Prepared and issued transcripts.

Customer Support Executive (Third Party)

Konnect by HBL, Rawalpindi | Sep 2018 – Oct 2020

- Installed and configured HBL applications for customers.
- Managed customer accounts and records.

Intern – Accreditation & Attestation Division

Higher Education Commission (HEC), Islamabad | Aug 2017 – Sep 2018

- Assisted in evaluation of feasibility reports for university accreditation.
 - Drafted accreditation-related cases and managed official files.
 - Assisted in scrutiny and attestation of academic documents.
 - Handled applications for attestation and delivery.
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Education

- **BBS – Bachelor of Business Studies** | CGPA 3.36
University of Haripur | 2016
 - **BSc (Physics & Mathematics)**
Hazara University, Mansehra | 2013
 - **FSc – Pre-Engineering**
BISE Abbottabad | 2010
 - **Matriculation – Science**
BISE Abbottabad | 2007
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Training & Courses

- Office Automation (Pakistan College of Computer Sciences, Haripur) – 3 Months
 - English Language Course (Bright Vision College, Haripur) – 3 Months
 - IELTS – Band 5.5
 - Strong organizational, accounting, and administrative skills.
 - Proficient in handling MIS, HMS, UMS, and financial reporting.
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Professional Skills

- Hardworking, responsible, and goal-oriented professional .
- English communication skills.
- Skilled at working both independently and as part of a team to deliver quality results on time.

