

Muhammad Imran

S/O Abdul Qadeer,

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Marital Status: Married

D.O.B: 07-05-1997



Objective:

To secure a challenging, impactful position where I can leverage my extensive experience in IT, management, and strategic project leadership across Human Resources, Finance, and Education. With a background in senior roles—including manager, supervisor, and senior positions—I bring a proven ability to lead teams, develop and execute strategies, and drive projects to successful completion.

I am seeking an opportunity with a forward-thinking organization that values innovation and adaptability, where my diverse skill set, entrepreneurial spirit, and commitment to excellence can support organizational success and growth.

Education:	
MA Education	Allama Iqbal Open University
BS Economic	University of AJ&K Muzaffarabad
F.sc	Govt Post Graduate College AJ&K Muzaffarabad
Matriculation	Govt Pilot High School No#1 AJ&K Muzaffarabad

Personal Attributes:

- Fast learner, adaptable to new technologies and workplace pressures.
- Strong time management and multitasking abilities.
- Team-oriented with effective leadership and supervisory skills.
- Excellent communication across technical and non-technical groups.
- Proficient in social networking for professional development.
- Skilled in organizing events and coordinating team activities.
- Engaged in community and professional development initiatives.
- Strong research skills with advanced internet proficiency.

Working as | Accountant – (Punjab Cash & Carry Islamabad)

(March 2023 to October 2025)



- Managed daily financial entries, reconciliations, and reporting using IPOS & Excel.
- Prepared monthly statements, tracked expenses, and supported budgeting processes.
- Worked closely with sales and inventory teams to keep financial records aligned and up to date.
- Handled vendor payments, customer invoices, and maintained clean, audit-ready accounts.
- Used Excel for detailed analysis, reports, and to streamline repetitive tasks.



Working as | IT Supervisor – (Punjab Cash & Carry Islamabad)

(November '2022 to January 2023)

- **Oversaw IT operations**, ensuring the smooth functionality of both hardware and software across the organization.
- **Specialized in IPOS software management**, providing expert-level support, troubleshooting, and training for team members.
- **Maintained and optimized IT infrastructure**, including installation, configuration, and maintenance of computers, networks, and peripherals.
- **Developed and implemented solutions** for hardware and software issues to minimize downtime and improve efficiency.
- **Expert in Microsoft Office tools**, including Word, Excel, and Access, to create and manage data-driven reports, automate processes, and enhance productivity.
- **Provided technical training and support** to staff on various software applications and IT best practices.
- **Ensured data integrity and security** through regular backups, updates, and compliance with IT protocols.
- **Collaborated with cross-functional teams** to support IT needs and align technology solutions with business objectives.
- **Analyzed IT performance metrics** to identify areas for improvement and implement proactive measures.
- **Documented technical procedures and user guides** for streamlined support and knowledge sharing.



Working as | Managing Director (Brainstorm Education System)

(February '2020 to November '2022)

- **Strategic Planning and Leadership:** Developed and executed strategic plans to enhance the institute's academic quality and overall growth, aligning with educational objectives and market trends.
- **Student and Faculty Management:** Oversaw all aspects of student affairs and faculty operations, ensuring a supportive and productive environment for both groups.

- **Admissions and Enrollment Strategy:** Directed student enrollment and admissions strategies, implementing initiatives to attract, onboard, and retain students.
- **Faculty Recruitment and Development:** Managed recruitment, training, and performance evaluations for faculty, fostering professional growth and ensuring high teaching standards.
- **Budgeting and Financial Oversight:** Developed and managed budgets, overseeing the allocation of financial resources to meet institutional goals and maintain operational efficiency.
- **Policy Formulation and Implementation:** Established and enforced policies across academic and operational areas to support compliance, efficiency, and educational integrity.
- **Academic Program Development:** Led initiatives for curriculum and program development to ensure high-quality, relevant educational offerings.
- **Student Support Services:** Directed support services, including counseling, career development, and extracurricular programs, to enhance student engagement and success.
- **Stakeholder and Community Relations:** Built strong relationships with stakeholders, including parents, community leaders, and educational partners, to support the institution's mission and goals.
- **Quality Assurance and Continuous Improvement:** Conducted regular assessments and data-driven analyses of programs, using insights to drive ongoing improvements in academic and operational areas.

Worked as | BC Officer (Rafaqat Traders Muzaffarabad AJ&K)

(April '2019 to October '2020)

- **Invoice Verification:** Verified accuracy and completeness of invoices, ensuring alignment with contractual terms and purchase orders.
- **Data Validation:** Cross-checked billing data for consistency, correcting discrepancies to maintain financial integrity.
- **Cost Analysis:** Analyzed billing details to ensure fair pricing and prevent overcharges, optimizing cost management.
- **Documentation and Record-Keeping:** Maintained organized records of all checked bills and relevant documentation for auditing and reference.
- **Compliance Monitoring:** Ensured billing processes complied with organizational policies and industry regulations.
- **Dispute Resolution:** Addressed and resolved discrepancies with vendors, fostering transparent communication and timely payments.
- **Reporting and Insights:** Prepared detailed reports on billing issues and trends to inform management and support decision-making.
- **Process Improvement:** Identified areas for improvement within billing processes, recommending enhancements for accuracy and efficiency.



Worked as | Credit Officer - Internship (Bank Of AJK)

(1st February 2019 to 13th April 2019)

- **Credit Assessment:** Evaluated credit applications, analyzing financial documents and credit histories to determine loan eligibility.
- **Risk Management:** Assessed potential risks and ensured compliance with bank policies and regulations before approving credit limits.
- **Loan Processing:** Managed the loan approval process, verifying documentation and ensuring adherence to internal and regulatory standards.
- **Client Interaction:** Advised clients on suitable credit options, repayment terms, and financial solutions based on their needs.
- **Portfolio Monitoring:** Monitored outstanding loans and worked to minimize defaults, ensuring timely payments and effective follow-ups.

Training and Certificates:



- Certificate of "Hardware & Software"
- Certificate of "Microsoft Tools"
- Certificate of "Being Hard Worker"
- Certificate of "Best Manager"

Summary of Skills:



- **MS Office Expertise** (Word, Excel, Access, PowerPoint)
- **IPOS Software Specialist** (Expert in implementation, troubleshooting, and support)
- **Hardware & Software Management** (Installation, maintenance, and troubleshooting of systems)
- **Technical Support & Troubleshooting** (Proficient in resolving technical issues for software and hardware)
- **Advanced Networking & Systems Knowledge** (Understanding of network systems, security, and computer configurations)
- **Data Management & Analysis** (Proficient in database management, data entry, and reporting using MS Excel and Access)
- **Project Management** (Experience managing projects from inception to completion, ensuring timely delivery)
- **Team Leadership & Supervision** (Experienced in supervising, training, and guiding teams for optimal performance)
- **Client Relations & Consultation** (Skilled in advising clients on financial, technical, and educational solutions)
- **Educational Technology Integration** (Expert in using technology to enhance educational experiences and efficiency)
- **Communication & Interpersonal Skills** (Effective written, verbal, and presentation abilities)
- **Compliance & Documentation** (Strong knowledge of regulatory compliance and documentation procedures)
- **Event Organization & Coordination** (Skilled in organizing and managing events, both corporate and educational)
- **Financial Analysis & Reporting** (Experienced in budgeting, financial reporting, and cost management)
- **Multitasking & Time Management** (Strong ability to handle multiple tasks efficiently while meeting deadlines)