

MAJEED NOOR

Administration & Management

+92-315 4664 039 

a.majeed3871@gmail.com 

Opposite, Shahbaz College, Kiani Road 
Bhara kahu, Islamabad.

Respected Sir

I am writing to express my interest in an available position within your organization. With over **Nine years of professional experience in administration, accounts, management, and teaching**, supported by a **Master's degree in Management Science (Accounting & Finance)**, I bring both academic knowledge and practical expertise that make me a strong candidate for a variety of roles.

Throughout my career, I have developed strong skills in managing administrative operations, maintaining accurate financial records, and ensuring efficiency in daily workflows. My management experience has allowed me to lead teams, oversee projects, and achieve organizational objectives effectively. In addition, my teaching background has enhanced my communication, mentoring, and problem-solving abilities, which I apply successfully in professional and team-oriented environments.

I also achieved performance and participation Certificates in different activities.

- **Appreciation Certificate in team management.**
- **Appreciation Award in Good Administration.**
- **Appreciation Letter in team management during conduction of annual examination.**
- **Appreciation Certificate in favour of best Teacher.**
- **Appreciation Certificate in debate.**
- **Participation Certificate in Professional skills enhancement.**

I believe that my combination of advanced academic qualifications, financial expertise, leadership abilities, and nearly a decade of diverse experience positions me as a valuable asset to your organization. I am eager to contribute my dedication and skills to support your team's success.

Thank you for reviewing my application. I'm looking forward to discussing how my skills and experience can support your organization's goals.

Sincerely,
Majeed Noor



MAJEED NOOR

Administration and Management

Objective

Experienced administration professional with a strong background in managing office operations, staff supervision, and implementing effective policies and procedures. Skilled in financial management, record keeping, and coordinating administrative projects to support organizational goals.

Professional Experience

Dec
2020
–
Pres
2025

Senior Administrator

Shahbaz College Of Pharmacy Technician Islamabad

- Oversee faculty recruitment, training, and development.
- Supervise day-to-day campus operations including facilities, IT, and security.
- Manage staff scheduling, budgeting, and resource allocation.
- Assist senior executives with strategic planning and decision-making..

Feb
2019
–
Dec
2020

Accounts & Admin Officer

Dar Ul Madinah International Islamic School System

- Process accounts payable and receivable.
- Monitor and reconcile bank statements and financial transactions.
- Assist with payroll preparation and employee reimbursements.
- Organize and maintain physical and digital filing systems.

June
2017
–
Sep
2018

CIU Support Officer

Bank Al Falah, Lahore.

- Collect, review, and verify customer identification documents.
- Maintain and update customer information in the bank's systems accurately.
- Handle data entry and ensure completeness and correctness of records.
- Provide administrative and operational support to the CIU team and related departments.

Apr
2014
–
Sep
2016

Account Officer

Tehrik e Islah e Taleem Trust, Lahore

- Perform bank reconciliations and ensure that cash balances match bank statements.
- Prepare periodic financial reports, including balance sheets, income statements, and cash flow reports.
- Maintain proper documentation for audits and regulatory compliance.

Contact

Phone

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Email

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Current Address

OPPOSITE SHAHBAZ COLLEGE, KIANI
ROAD BHARA KAHU ISLAMABAD.

Permanent Address:

House No 372 Neelum Block
Allama Iqbal Town Lahore.

Education

Master in Management Science

- National College of Business Administration & Economics Lahore.
- 2015-2017

B.com

- Govt Islamia College of Commerce Lahore.
- 2012-2014

Certificates

- Appreciation Award as a best Teacher
- Appreciation Certificate in debate
- Appreciation Certificate in team management
- Appreciation Certificate as a Best Teacher
- Participation Certificate in Professional skills enhancement.

Courses

- Category-B (Cont.)
- SAP Business One
- Office Automation
- Peachtree Software

Skills

- Office Administration
- Staff Supervision
- Record Keeping
- Project Coordination
- Strategic Planning Assistance
- Correspondence Management
- Vendor Management

Qualities

- Leadership
- Attention to detail
- Communication
- Time management
- Teamwork
- Decision-making
- Problem-solving

Hobbies

- Reading
- Traveling
- Cooking
- Volunteer work

Languages

- English
- Urdu
- Punjabi

**May
2014**

–

**Apr
2017**

Account Officer

Mahi Sons Garments Shop Anarkali Lahore.

- Record daily sales transactions from the cash register.
- Prepare daily, weekly, and monthly sales reports for management.
- Prepare customer invoices for wholesale or bulk orders.
- Monitor customer payments and follow up on outstanding balances.
- Process supplier invoices for inventory purchases and shop expenses.

Lecturer.

(Financial and Advance Accounting)

SIRF College and PARADISE Science & Commerce Academy Lahore.

- Teach topics such as financial accounting, managerial accounting, bookkeeping, budgeting, taxation, and auditing.
- Use various teaching methods, including lectures, discussions, case studies, and practical exercises. Prepare course documentation, such as student reports and curriculum reviews.
- Participate in staff meetings, committees, and school events.
- Collaborate with colleagues on curriculum planning and academic activities.

**Oct
2018**

–

**May
2019**

Lecturer.

(Cost and Advance Accounting)

Al-Muslim Science & Commerce Academy, Lahore

- Encourage class participation and collaboration among students.
- Evaluate student performance and provide constructive feedback.
- Design learning objectives, assessment methods, and instructional activities.
- Collaborate with colleagues on curriculum planning and academic activities.
- Adapt teaching methods to meet diverse student learning needs and levels.

**Feb
2016**

–

**June
2019**