

JAMAL AFZAL

PROFILE

A versatile and result-driven professional experience with a tenure exceeding **8 years in Accounts, Administration, Human Resources, Teaching, Tuition, and Principal roles.** Proven expertise in managing financial records, overseeing administrative operations, and implementing HR strategies to enhance organizational performance. Adept at teaching and tutoring, delivering quality education, and fostering student growth. Strong leadership abilities with a focus on academic success, effective team management, and organizational efficiency. Committed to continuous professional development and eager to apply my skills in a challenging, dynamic environment.

CONTACT

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Saidpur Road, Rawalpindi

PERSONAL INFORMATION

- Father Name: Muhammad Afzal
- Nationality: Pakistani
- Religion: Islam
- Marital Status: Married

EDUCATION

- **Specialization Course in Human Resource Management (HRM) (2026)**
Virtual University, Rawalpindi
- **MBA/ MS (3.5 years in Marketing) (2018)**
University of Gujrat, Sialkot
- **B.com (2013)**
Punjab University
- **I.Com (2011)**
Standard College, Sialkot
- **Matriculation (2009)**
Civil public High School, Sialkot.

EXPERIENCE

MANAGER ADMIN/ACCOUNTS & HR

**The Institution of Engineers, Pakistan Islamabad
(Feb 2020-Present)**

Working as Manager Admin/Accounts deals in:

- Managed records of engineers' memberships with IEP, including the issuance of CPD Certificates, Diplomas, and Membership cards.
- Addressed queries, coordinated office supply procurement, and ensured timely collection of rent payments from IEP tenants.
- Prepared annual budgets and conducted financial progress analysis for the current year.
- Oversaw the preparation of purchase orders, salary sheets, cheques, cash statements, and payment/receipt statements.
- Maintained stock registers and ensured the implementation of proper SOPs for IEP operations.
- Provided assistance to top management on academic matters, building projects, and other organizational issues.
- Supervised all repair and maintenance tasks, building construction projects, and new installations.
- Compiled and analyzed monthly accounts for IEP RIC, monitoring and managing financial expenses.

Working as Manager HR deals in:

- Conducted performance analysis of employees to ensure alignment with organizational goals.
- Managed employee records, including EOBI contributions, salary payments, and other related payments.
- Supervising and assisting HR employees, Deductions, Tax Working, Hiring, Interview Conduction, Release Letter & Other HR Duties
- Employee Relations
- Attendance & Leave Management
- Performance Management/ Time Management
- Team Coordination/ Training & Development
- Conflict Resolution/ Problem Solving
- Record Keeping & Documentation

MS OFFICE INSTRUCTOR

**PNY Training Institute Rawalpindi
(July 2023- July 2024)**

- Conducting training sessions, workshops, and classes—both in-person and virtually—to educate participants on the effective use of Microsoft Office applications.
- Designing and developing comprehensive course materials, lesson plans, and learning resources tailored to various skill levels and training objectives.
- Evaluating participants' progress and understanding through assessments, practical exercises, and assignments.
- Simplified complex theory through clear, relevant teachings.

KEY SKILLS AND CHARACTERISTICS

- Excellent Knowledge of Microsoft Office Package.
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership.
- Strong interpersonal and communication skills.
- Meticulous attention to detail
- Excellent Organizational skills
- Poised under pressure

ACTIVITIES AND INTERESTS

- Watching documentaries.
- Reading English novel, articles, religious topics.
- Web Researching
- Shopify, Online Marketing.

ACCOUNTANT & ADMINISTRATION IN-CHARGE

The Knowledge School (Sialkot) **(Feb 2019- Feb 2020)**

- Managed student fee records, ledgers, and stock registers.
- Prepared purchase orders, processed cheques, and handled petty cash/ imprest accounts.
- Analysis of monthly financial expenses and prepared cash statements and payroll.
- Oversaw repair, maintenance, building construction, and new installations.
- Ensured compliance with Institution's SOPs and provided academic assistance to the Principal.

PRINCIPAL

The Knowledge School (Sialkot) **(Oct 2018- Feb 2019)**

- Developed and implemented a vision for academic excellence to ensure student success.
- Fostered a positive and supportive educational environment conducive to learning.
- Encouraged and nurtured leadership skills among staff and faculty.
- Maintained oversight through effective checks and balances.
- Facilitated communication and reviewed reports from teachers to monitor progress.
- Made timely and well-informed decisions to address organizational and academic needs.
- Directed the planning and execution of school events, celebrations, and assemblies, promoting school spirit and community involvement.
- Visited classrooms and evaluated teacher instructional techniques and student responses.
- Conducted performance evaluations of teaching staff, offering constructive feedback and setting objectives for professional development.
- Oversaw school budget, documented changes and tracked expenses.
- Led staff recruitment, conducted interviews, and selected highly qualified educational professionals to enhance teaching quality.

PRO/ADMIN IN-CHARGE/SENIOR TEACHER

Royal Edu-care Grammar School (Sialkot) **(Feb 2017-Sept 2018)**

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.

REFERENCE

Reference will be provided on demand

- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, and clubs and student organizations as directed.
- Monitored and recorded student attendance, punctuality, and behavior, addressing issues in accordance with school policies.

ADMINISTRATION IN-CHARGE

Study House Academy (Sialkot) (April 2017-Sept 2018)

- Plan, organize, and manage departmental activities efficiently, ensuring continuous improvement.
- Stay informed about industry developments and maintain a proactive approach to change and innovation.
- Recommend and implement an effective organizational structure and staffing for the department.
- Foster a positive work environment to develop and retain high-morale staff.
- Keep the immediate supervisor informed of significant developments and seek guidance when needed.
- Collaborate with other administrators and staff to ensure integrated operations across the college.
- Build and maintain strong relationships with faculty, students, and the community, while accurately communicating college policies.
- Recommend and manage the department's budget, adhering to established guidelines.
- Serve on committees and provide reports to the board as directed by the President.
- Raised purchase orders, liaising with suppliers to keep all orders delivered on time and in full.

TUTOR

The Plebe School System (Sialkot) (July 2016-March 2018)

- Provided tuition facility of all subjects.