

ZAIGHUM LATIF SYED

Flat 7 , Block 20 ,PHA – C type ,AK Brohi road ,Sector G11/4 ,Islamabad
(92-333) 5226648 (Cell)
zaighum.Latif86@gmail.com



SUMMARY

- Diversified experience in Government & Private Sector (specifically Finance & Administration);
- Exposure to both public and private sectors in key positions of responsibilities in Projects;
- Responsible for all aspects of financial management while holding section officer position;
- Financial advisory experience in project financing; and
- Experience in dealing with vendors; government official; and organization employees.
- Hold MS/BBA degrees from Iqra & Abasyn University.
- Appointed as Section Officer in Abdul Wali Khan University, Mardan.

CAREER VISION

I seek a challenging position in the field of Finance where I can apply my skills, knowledge, and strong work ethic to achieve high professional standards. I am highly motivated, dedicated, and driven by a passion for continuous growth and excellence. My academic background from Abasyn University, Peshawar and IQRA University, Islamabad has equipped me with the ability to analyze complex financial issues and provide innovative, practical solutions. With a strong sense of responsibility and a results-oriented mindset, I aim not only to excel professionally but also to contribute positively to organizational success and society as a whole.

WORK EXPERIENCE

The City School North Region Assistant Admin Officer

**Islamabad, Pakistan
Nov, 2025 Till Date**

Responsible for managing the overall affairs of the Administration Office, with key duties including procurement for departments and branches through the tendering process in compliance with PPRA Rules.

National Defense University AAO / Superintendent Grade – SG VIII

**Islamabad, Pakistan
Oct 2018 – to Oct 2025**

Responsible for managing the overall affairs of the Administration Office, with key duties including procurement for departments and branches through the tendering process in compliance with PPRA Rules. Handled direct purchases from the open market by obtaining quotations and negotiating competitive prices to ensure cost-effectiveness. Also supervised administrative operations related to security management, cleanliness standards, and transportation services to ensure smooth and efficient daily functioning of the organization.

Abdul Wali Khan University Section Officer/ Superintendent Grade – 17

**Mardan, Pakistan
Jan 2013 – to Oct 2018**

Appointed as Section Officer / Superintendent to monitor the budget and its utilization for ongoing projects, and to process vouchers and claims for contractors, sections, departments, and vendors. Responsible for tendering and purchasing in accordance with PPRA and KPKPPRA rules. Also handled students' financial matters, including fee refunds and scholarship disbursements. Attended all Executive and Section meetings; prepared the annual budget in coordination with the Executive Committee; maintained financial accounts of the section; developed and maintained a documented system of accounting policies and procedures; managed outsourced functions; and oversaw treasury operations, including designing an organizational structure adequate for achieving departmental goals and objectives.

Textbook Board Assistant Accountant Grade – 14

**Peshawar, Pakistan
Sep 2012 – Jan 2013**

Responsible for GP Fund deductions and supervision of its investment, ensuring fair profit distribution among employees. Prepared pension cases for retired staff and maintained financial ledgers. Processed contractor payment vouchers after verifying codal formalities. Managed administrative operations, including office expenses, procurement, bill payments, correspondence, inventory control, and coordination with counterparties. Ensured smooth office functioning, organized staff meetings and events, and maintained a neat and efficient working environment.

EDUCATION

Abasyn University
MS. Finance

Peshawar, Pakistan
Mar 2015 – July 2017

IQRA University
BBA Honors
Finance & Banking

Islamabad, Pakistan
2008 – 2012

Islamabad Federal College
Intermediate in Commerce

Islamabad, Pakistan
2006 – 2008

SKILLS

Fluent in English, Urdu and Pashtu languages;
Hand on experience in word processing (Microsoft Word); presentation software (Power Point) and spread sheet (Excel);
Well versed in operating systems (Microsoft Windows) and browsing software (Internet Explorer). ;
Good verbal / written communication and Excellent presentation skills;
Extensive experience in planning, management and execution of specific project;
Negotiation with counter parties in result oriented organization;
Strong interpersonal & relationship management skills;
Financial Reporting;
An analytical & logical approach to problem solving;
Capacity for innovation;
Sensitivity & integrity yet assertive at a same time;
Ability to work on own initiative;
Motivated & ambitious;
Marketing & Sales skills;
Project management ability, organizational skills & attention to detail; and
Tenacity & Ethics.