



AMMAD FEROZE

House # 50, Street # 11, Y-Block, Peoples Colony, Gujranwala, Pakistan
0333-6410503
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Technical Skills:

ERP, LMS & MIS Systems
Microsoft Office
Microsoft Dynamics 365
Windows & LINUX

Other Skills:

Monitoring & Evaluation Skill
Audit & Reconciliation Skill
Student Affairs & Academic Administration
Good Communication & Counseling Skill
Team Leading & Management Skill

CAREER OBJECTIVE

To seek a position with a progressive organization offering good career prospects as well as opportunities for development as a professional like to work in challenging environment to improve my skills.

PROFESSIONAL SUMMARY

A high-energy professional having more than **17 years' experience** with a demonstrated history of working in the **Education Management Industry** for more than **9 years** and **Financial Services Industry** for more than **6 years**. Skilled in Customer Service, Processing Quality Auditing, Compliance, Monitoring, Evaluation, Banking and Customer Relationship Management with good communication skills. Strong operations professional with a Bachelor of Business Administration (Hons,) focused in Finance from University of the Punjab, Lahore.

WORK EXPERIENCE

Project Support Manager (Remote)

Green Connect Limited (UK Based Company)

14-10-2024 to 30-05-2026 | Gujranwala, Pakistan

- Managed retrofit documents and made sure they followed PAS2035 and Ofgem rules.
- Handled daily Pakistan office tasks like scheduling, supporting contractors, updating CRM, and meeting work deadlines.
- Worked with contractors and installation teams to fix compliance and quality issues on time.
- Prepared and checked documents (evidence packs) for ECO4 submissions as per Ofgem requirements.
- Communicated with the team, gave feedback, tracked work, and set priorities.
- Helped with compliance audits by coordinating between teams.

Assistant Manager (Student Affairs & Liaison)

M. Islam Medical & Dental College Gujranwala

20-07-2023 to 11-10-2024 | Gujranwala, Pakistan

- Mainly Deals with Admission Process and Maintaining the Database of Students in accordance with institute policies guideline.
- Implement & Enforce Policies and Procedures that Comply with Educational Standards and Regulations.
- Foster Positive Relationships with Parents, Students & Stakeholders and Address any Concerns or Issues that arise.
- Focal Person for HEC, UHS, University of The Punjab & University of Sargodha Registrations process of Students
- Monitoring & Conducting Assessments/Exams
- Monitor and Analyze data related to Institutional Performance and Student Outcomes.
- Oversee Daily Operations of the Institution including Attendance, Discipline, Security and Safety.
- Coordinate & Participate in Meetings, Events and Campus Activities
- Manage and Supervise Administrative Staff Members.
- Collaborate with the Management Team to Develop and Implement Strategic Plans and Initiatives.
- Manage the Budget and Allocate Resources Effectively.
- Collection, Reconciliation & Audit of Student Fee
- Payment & Reconciliation of Fee Share (Royalty) of Affiliated Universities

Assistant Manager CRM

Allied Schools Group Corporate Office (Project of PGC) under National Educational Network Private Limited

29-09-2015 to 15-07-2023 | Gujranwala, Pakistan

- Monitoring & Evaluation of Academics & Financial Compliance
- Audit & Reconciliation with Franchises Annually & Semi-Annually.
- Quality Assurance of Franchises
- Sale of New Franchises
- Monitoring & Conducting Assessments/Exams
- Recruiting Academic and Administrative Staff
- Organizing & Conducting Training Sessions and Extra Curriculum Activities.
- Managing Registrations Franchises
- Managing Regional Warehouse Stock Inflow & Out Flow.
- Facilitating the Franchise regarding their issues.
- Authorizing System entries
- Monthly Accounts Payable and Receivables Report Franchises.

Senior Financial Consultant

Dubai Islamic Bank Pakistan Ltd.

07-01-2015 to 01-07-2015 | Gujranwala, Pakistan

- Deposit Mobilization (CASA 22 Million, Term Deposit 9 Million)
- BANCA Insurance
- Lone Financing (Car & Home)

Customer Service Officer

Summit Bank Limited D.H.A. Z-Block Lahore

27-10-2011 to 19-08-2014 | Lahore, Pakistan

- Processing of Customers new accounts in the system.
- Custodian of Lockers and Bank Instruments like Cheque Books, ATM Cards, PO, CDR and TDR.
- Authorizing System entries.
- Maintaining Branch service quality up to optimum Level.
- Checking / Calculating Profit / WHT on Time Deposits.
- Processing, Realizing & Query Handling of Inward /Outward / Intercity Clearing, OBC, FBC, Foreign Remittances (Western Union, Money Gram & Xpress Money), Foreign Telegraphic Transfer & Demand Draft

Personal Financial Consultant

New Jubilee Life Insurance Company Ltd.

04-01-2011 to 27-05-2011 | Gujranwala, Pakistan

Assistant Manager (Audit & Accounts)

Asjad & Waqas Audit Firm

05-08-2008 to 30-11-2009 | Gujranwala, Pakistan

- Facilitating the completion of audit field work;
- Effective management of audit process with appropriate consideration of audit risk issues and accounting technical matters;
- Ensuring completion of audits/projects within agreed timescales;
- Budgeting time allocation to assignments and explaining variances from budget;
- Petty cash and all relevant records

Assistant Accountant

Crystal Foods

05-03-2007 to 30-06-2008 | Gujranwala, Pakistan

- Check, maintain, update and ensure all processes are in order on a periodic basis: All bank accounts;
- Petty cash and all relevant records;
- Daily Sale Report;
- Monthly Accounts Payable and Receivables Report;
- Managing Inflow and outflow of the stock.

EDUCATION

BBA (Hons.) in Finance

University of The Punjab Gujranwala Campus
2005 - 2009 | *Gujranwala, Pakistan*

F.Sc.(pre-engineering)

Punjab College of Commerce Gujranwala
2003 - 2005 | *Gujranwala, Pakistan*

Matric in Computer Science

Beaconhouse School System
2001 - 2003 | *Gujranwala, Pakistan*

CERTIFICATIONS

Certificate of Acknowledgment

Math Mastery Competition | 2018

Certificate of Appreciation-Contribution towards Bancassurance Sale

Turkey Convention | 2013

Certificate of Participation in E-Business

Summit Bank Training Academy | December 05, 2013

Certificate of Skill Builder Level-I

NJI Training Academy | January 2011

REFERENCES

Will be furnished on demand.