

Muhammad Rauf Ashraf

☎ 056-942-1234

✉ mianraufashraf@outlook.com



Visa Status: Visit Visa

Expire on: 05-Dec-2019

Passport # BJ1844933

Personal Detail:

Father name: Muhammad Ashraf

DOB: 27th Sept 1991

Martial Status: Single

Objective:

I seek a challenging career in a well-reputed organization where, I can apply my knowledge and enhance my skills to produce innovation. I believe in change and have abilities to let others feel the so.

Professional Experience:

➤ STARS Group of Academy and Colleges

(Campus Coordinator)



(Since May-2017 till to date)



One of the leading group of colleges and academy throughout Pakistan. I have joined the institution in the Mughalpura Branch near Punjab College, Lal Pull, as a campus coordinator.

- To reviews admissions reports / checklists with campus director and principal
- To provide assistance to the campus director, admissions officers, as per requirement.
- To confirm the class's time table, day, time and professor assigned via guidance from the Campus principal.
- Collects and distributes the task to the staff members.
- To ensure accuracy and timeliness of campus student's information.
- I also evaluate the performance of the teachers and staff jointly with the director and principal.

➤ Oriental Loom (Usman Carpet House)

(General Accountant / Cashier)

(Since Nov-2016 till to date)



USMAN carpet house premier manufacturers and exporters of hand knotted Pakistani/Afghani Rugs. USMAN carpet house is a leading manufacturer and supplier of hand knotted Afghan Carpets and Rugs to some of the biggest names in carpet and furniture wholesalers and retailers across the world.

- Work comprehensively on all aspects of inventory recording and control, including inter-warehouse movements, handle bank reconciliations and supervised on monthly physical audit.
- Perform month end roll over within 5 working days of the end of the month with processing of month payroll of all staffs
- Makes and documents the company's payments
- Report to management regarding financial activity of the company
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.

➤ Knowledge In Preparatory School (KIPS Preparation Pvt. Ltd) (from Sept-2013 to Nov-2016)

(Data Entry Operator / Assistant Administrator)



KIPS
EDUCATION SYSTEM

KIPS (Knowledge in Preparatory School) is one of the best group of academies, schools and colleges in Pakistan. Where I am a Data Entry Operator / Assistant Administrator KIPS Preparation Pvt. Ltd.

- Handling all the office documentation and records (computerized and manual)
- Maintain daily and special routine procedures, attendance of junior, teaching and office staff

- Maintain all types of office procedures including daily, weekly, monthly and annual reports of students, their parents and office staff regarding attendance.
- Control and record inventory stock and also submit the monthly report as well

➤ **Govt. Islamia College Railway Road, Lahore.**

(from Aug-2013 to May-2016)


(Computer Lab Instructor / Computer Operator)



Govt. Islamia College Railway Road Lahore was founded is the oldest of the three colleges was one of the focal points for the Pakistan Movement. Graduates and students of this college are referred to as “Habibians” after the name of the college’s oldest and central building.

- Computer networks and hardware repairing in the growth of the institution.
- Maintain student records and attendance using the computer lab
- Maintain discipline in the absence of the teacher.

Qualification:

- | | | | |
|--|-------------------|---|-------------|
| ▪ Bachelor of Commerce | (Commerce) |  | 2014 |
| Govt. Islamia College Railway Road, Lahore.
Complete Degree with 2 nd Division | | | |
| ▪ Intermediate in Commerce | (Commerce) | | 2011 |
| Govt. Islamia College Railway Road, Lahore.
Complete Degree with 2 nd Division | | | |
| ▪ Matriculation | (Arts) | | 2007 |
| BISE LAHORE
Complete Degree with 2 nd Division | | | |

Professional Certificates:

- | | |
|---|-------------------------------------|
| ▪ Post Graduate Diploma in Computer Science | (from Sept-2012 to Aug-2013) |
| Govt. Islamia College Railway Road, Lahore. | |
| ▪ Peachtree Computerized Accounting Software | (from Feb-2019 to Mar-2019) |
| Peak Solution College Griffen Campus, Lahore. | |



Job Responsibilities / Area of Expertise & Services

General Administration / Management and HR Services

General administration, coordination and preparation of admin related daily / weekly / monthly and yearly reports, office management, routine procedures etc.

Accounts / Audit / HR

Preparation of accounts related daily / weekly / monthly and yearly reports such as payroll, attendance, salaries and wages, sales, income and expenses detail. Checking that financial reports and records are accurate and reliable. Scheduling job interviews and assisting in interview process.

Computer and IT

Installation, management, trouble shooting and maintenance of computers hardware, software, accessories, installation of extra computer devices, handling of all types of office and security devices and equipment’s, biometric devices attendance, multimedia projectors, educational and official multimedia display etc.

Secretarial Services

General correspondence on variety of routine matters / issues confidential & general documentation and file management, logging and routing of correspondence and telephone calls, arrangement of internal and external appointments and meeting preparation of minutes of meeting.