



AFTAB AHMED

Dhoke Mughlan P/O & Tehsil Sohawa, Jhelum

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EDUCATION:

- **2018-2020 BS Hons. (Applied Management) MSD, GC University, Lahore**
CGPA: 3.20 / 4.0, 5th in batch.
Thesis: Problems of Cartelization & Collusion in Banking Sector in Pakistan
- **2016-2018 BA (Eng. Lit./Arabic/Persian) University of the Punjab, Lahore**
523 / 800, 1st division.
- **2013-2015 F.A (Economics/Arabic/Isl. Studies), BISE Rawalpindi**
853 / 1100, 1st division.
Distinction: 2nd Position from BISE Rawalpindi in Humanities Group.
- **2011-2018 Dars e Nizami, Dar ul Uloom Muhammadia Bhera Sharif, Sargodha**
Distinction: 1st Position in every class.
- **2009-2011 Matric (Science) Govt. High School Sohawa, Jhelum, BISE Rawalpindi**
805 / 1050, 1st division.
Distinction: 3rd Position in School.

PROFESSIONAL EXPERIENCE:

- **18/02/2023-Present Admin Officer @ Bahria International Hospital Rawalpindi**
As an admin officer, I have to manage records of purchased inventory in medical store and making good receiving notes. I also adjust bills settlements of local purchase in general store.
- **05/02/2020-31/08/2022 HR Executive @ Digital maniac by Saga Consultant Lahore**
As an HR executive, I have to prepare employees contracts, collaborate with hiring managers, employee's documentation and employees' contracts etc.
- **16/09/2019-30/12/2019 Marketing Executive @ Nishat Chunian Ltd. Lahore**
I worked in the Marketing Spinning Department and my major job duties included taking care of production and stocks, payments, managing orders, follow ups, and dispatches.
- **10/06/2019-22/07/2019 Internee (Sales & Planning) @ Atlas Honda Ltd. Lahore**
I did my 6 weeks Internship here and my major job duties are market research on re-sale of Honda and its competitors' bikes, weather forecasting, data analysis, economic survey.

COURSES / WORKSHOPS ATTENDED:

- *30-31 Mar 2022* attended “2 Days in house course on **Project Management Skills for Life**” at Transworld Home, Pakistan.
- *13 Dec 2021* awarded certificate of “**National Financial Literacy Program for Youth**” on completing the Financial Literacy Training Program held by State Bank of Pakistan.
- *25 Nov 2021* attended “Australia-ASEAN Tourism & Hospitality Forum for Smart Recovery & Development Project workshop on **Value Co-Creation**” conducted by Griffith University, Australia in partnership with Petra Christian University, Indonesia.
- *09 July & 17 Sep 2021* attended “Australia-ASEAN Tourism & Hospitality Forum for Smart Recovery & Development Project workshop on **Smart Technology**” conducted by Griffith University, Australia in partnership with Vin University, Vietnam.
- *08 Nov 2020* completed “**Speak English Professionally: In Person Online & On The Phone**” on coursera by Georgia Institute of Technology.
- *07 Jun 2020* awarded certificate of “**Sahadat u Samaah i Sahih Al-Bukhari**” by Dr. Muhammad Tahir Ul Qadri on attending 1-month Halaqat e Tarbiyah course.
- *07 Jun 2020* awarded certificate of “**Sahadat u Samaah i Ahyaah I Uloom ud Deen**” by Dr. Muhammad Tahir Ul Qadri on attending 1-month Halaqat e Tarbiyah course.
- *14 April 2020* completed “Online Training Course on **COVID-19**” conducted by University of Health Sciences, Lahore.
- *06 Jan 2019* attended seminar on “**Business from Ordinary to Extra Ordinary**” conducted by Success Motivators Consulting, Lahore.
- *09 Oct 2017* awarded certificate of “**Al Ijazat ul Ilmiyatu fi Uloom Al-Hadees wal Usool Al-Deeniyyatu**” by Dr. Muhammad Tahir Ul Qadri RA on attending 3 days’ workshop.

LETTER OF APPRECIATIONS / AWARDS:

- **15 Jan 2016** awarded “Certificate of Merit & Cash Prize of 0.3M by Chief Minister Punjab for obtaining 2nd Position in Humanities Group in BISE Rawalpindi”.
- **16 Dec 2015** awarded “Certificate of Scholarship in recognition of academic achievement in Intermediate Examination held in 2015” by The Punjab Educational Endowment Fund (PEEF).
- **12 Nov 2015** awarded “Certificate of Participation in High Achievers Development Program – 2015” by Youth Development Centre Murree, Rawalpindi.
- **12 Sep 2015** awarded “Certificate of Merit for securing 2nd Position in Humanities Group in BISE Rawalpindi” by Chairman BISE Rawalpindi.
- **17 Dec 2009** awarded “Certificate of Merit & Cash Prize of 10K by Chief Minister Punjab for obtaining 1st Position in Chief Minister’s Essay Writing at Tehsil Level conducted on Nov 21, 2009”.

SKILLS:

- Ability to work under tough times.
- Ratio Analysis of Financial Statements
- Accounting / Finance
- Auditing
- Spreadsheet Modeling
- MS Office (Excel, Power Point, Word)
- Gardening
- Writing / Reading

LANGUAGES:

- **English** (Intermediate)
- **Urdu** (Advanced)
- **Punjabi** (Native)