**PERSONAL INFORMATION:**

Name ***Syed Muhammad Zeeshan***

Age 32, (30th Dec, 1982)

Domicile Mardan

Nationality Pakistani

CNIC 16101-9390676-9

Marital Status Married

Driving License Pakistan & UAE No.3 (LV) License No. 1392236

**Temporary Residence:** House # 93, Street 6, Sector-S, Sheikh Maltoon Town Mardan, KPK, Pakistan.

**Permanent Residence:** Mohallah Mian Bera, Village & P.O Toru, District and Tehl Mardan, KPK.

**Contact Number:** (+92) 332 9994412 (Pak)

(+971) 55 7842298 (UAE)

**Email Address:** [smzeeshan2016@gmail.com](mailto:smzeeshan2016@gmail.com)

**EDUCATION:** **MBA (Finance)** from Institute of Management Studies, University of Peshawar, Pakistan in 2003, Scored **CGPA 3.4 out of 4.**

**Bachelor of Arts** from Islamia College Peshawar, University of Peshawar, Pakistan in 2001.

**HSSC (Humanities)** from Islamia College Peshawar, (BISE Pesh) 1999.

**Valor Pharmaceuticals**

**Pvt (Ltd) Pakistan:**

Currently working as Institutional Sales Executive with Valor Pharmaceutical Pvt (Ltd) an Islamabad based Pharmaceutical Manufacturing in their Ophthalmology Group at Mardan, Nowshehra, Peshawar & Swat Regions of KPK. (11 Aug 2013 – till date)

**Responsibilities:**

1. Promotions and Marketing of Company products group of various ophthalmology medicines.
2. Management of Distribution Cycle negotiations and focusing on market demand and supply.
3. Correspondence with Specialist, Doctors, Physicians & Pharmacists for providing ultimate solutions to their entire satisfaction in treatment.
4. Management of Sales & Marketing Reports from staff on routine schedules and correspondence with the Head Office.

**Porcellan Co LLC, JAG Group, Mussafah Abu Dhabi, UAE:**

Served as International Sales & Exports Manager for Pakistan, Afghanistan, Iran & Asian Republics based in Dubai, UAE. (10 May 2010- 30 Nov 2012)

**Responsibilities:**

1. Managing all the Sales and Exports for Porcelain Wall & Floor tiles manufactured by Porcellan Co. LLC.
2. Identified new business ventures, distribution channels and projects.
3. Processed Letter of Credits and logistical and shipping services to clients.
4. Motivated sales force in region for achievement of strategic objectives of the business.

Served as Finance & Admin Coordinator in International Police Program (IPP) & Afghan Police Program (APP), Weapon Removal Abatement (WRA) Projects in Afghanistan based in Easter Zone. (15 Feb 2007 – 27 Sept 2008)

**DynCorp International FZE LLC, Afghanistan**

**Responsibilities:**

1. Managing Accounts Payable’s, Receivables, Field Imprest, Vouchers and coordination and compliance in L/C for Foreign Purchase and systemization.
2. Supervising accounting processes and documentation through ERP based system.
3. Administered Time & Labour System (TLS) implementation to Administer Payrolls for 2000 employees through JP Morgan Chase Bank, New York for International Staff & Local Banks and In country Pay.
4. Auditing and Processing of employee’s statements of expenditures (SOEs), as per travel regulations of US State Dept. Managed and operated vendor contracts and preparation of Banks Reconciliation Statements.
5. Administration of Base human resources requirements, employees Roster and reporting to the management for mission operations. International Employees Travel Arrangements via Travel Dept and Afghan visa, Employees Contracts etc.
6. Coordination with Logistics dept for company logistical requirements.

**Kabul Bank, Afghanistan**

Served as Banking Operations Manager & Credit Advisor for 3 branches of Mazar-e-Sharif (15 Jan 2006 - 30 Jan 2007)

**Responsibilities:**

1. Administrating daily operations of the bank in Cash, Deposits, Western Union, Inland & International Remittances, Handled the tasks of managing vault operations and training new tellers.
2. Prepared daily, weekly, monthly, quarter, half year & yearend reporting and regularly complied with Head office.
3. Administered credit applications and Loans procedure and approval system, amortization, accruals, collections, Business Loans processing and management of overdrafts, letter of credits and SWIFT remittances compliance.
4. Undertook training for implementation and monitoring of Anti Money Laundering (AML) polices. Administered AML implementation and compliance to the reporting authorities.

**The Bank of Punjab, Pakistan**

Served as Regional Officer, NWFP Regional Office Saddar Road Peshawar Cantt.

(10 Sept 2004 – 10 Jan 2006)

**Responsibilities:**

1. Managed daily banking operations, Accounts Receivables & Payables, Clearing & Collections and Remittances initially in a Regional Branch of the Bank.
2. Delivered highly impact presentation and reports for MIS.
3. Promoted as Regional Operations Officer with Credit Administration of region.
4. Administered Loan Applications, Security Assessment, Auditing and sanctioning loan in correspondence with Credit Administration Division & eCIB.
5. Successfully achieved regional targets of 50 Agriculture Loans per quarter and played vital role to increase region profits.
6. Region Budget for the Year 2005-2006 and Forecast Projection PKR 130 million Balance Sheet and Region Statement of Affairs (P&L).
7. Adherence of Financial Reporting of the region to HO & State Bank.

**PROFESSIONAL**

**TRAININGS:**

1. Accounts Payable Module of Oracle Financial System for MIS Adopted by OGDCL in Pakistan.
2. General Banking Training The Bank of Punjab.
3. Scheme, Procedure, & Monitoring of Agriculture Credit by SBP.
4. Anti Money Laundering (KYC) - Policy & Analysis in Afghanistan
5. DynCorp International LLC- CIVPOL Financial, HR & Logistics Departments.
6. Crucible Arms Training by DynCorp International.
7. Porcelain Glazed/Technical Ceramics & Porcelain Tiles Industrial.
8. International Trade Finance, L/c Cycle and Term of Partnership, Jamal Al Ghurair Group.

**PROJECTS &**

**APPRENTICESHIP:**

1. Oil & Gas Development Company Ltd (OGDCL) Pakistan.
2. Agriculture Development Bank of Pakistan for Agriculture Loans System.
3. The Bank of Khyber University Road in Consumer Finance.
4. International Organization for Migration (IOM), Dubai UAE, Financial Management Officer for Out of Country Voting (OCV) for Libyan General Elections in 2013 at Libyan Consulate Dubai, UAE.

**COMPUTER**

**SKILLS:**

1. MS Office Literate including MS Word, Excel, Power Point, Access & Outlook.
2. General Hardware and Installation of Windows and Computer maintenance.
3. Working Experience of **Uni Bank System** Software of Bank of Punjab, Some Basics **Payable module of Oracle Financial System** experience of OGDCL, **Dyn-FIN, MRO, TLS,** **and HRS Oracle Based** **ERP System** of DynCorp International LLC.
4. **SAP** Software experienced on Sales Module by Porcellan Co LLC.

**LANGUAGE**

**PROFICIENCY:** Excellent reading, writing & spoken languages include **English, Urdu, Pashto,** Moderate **Farsi** and Basic **Arabic**

**REFRENCES:**

1. **Faisal Rashid,** Manager Operations, Meezan Bank Main Branch, Bank Road Mardan Ph # +92-(300)-9543179
2. **Farhan Adil,** Business Analyst, Etisalat Telecommunication Etisalat Tower Al Jafiliya, Ph # +971-56-6440017
3. **Dr. Amjad Ali**, Ophthalmologist, Dera Ismail Khan. Ph # +92-332-912237