

# HAROON EMMANUEL

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Permanent Address:

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## Objectives

To acquire a suitable position in a standard organization that enables me to apply my knowledge and skills.

## Education

### 2004 | B.Com

Superior Group of Colleges.

### 2001 | I.Com

Board of intermediate & secondary education, Lahore.

### 1999 | Matriculation

Board of intermediate & secondary education, Lahore.

## Experience

### Lahore Grammar School |49-Civic Centre M.A Johar Town Lahore.

Worked in an Administration staff from 01-06-2010 to 01-09-2018.

My basic Duties and responsibilities were:

#### Assisting the Branch Manager:

- ✚ Issuing the Fee Bills and making reports of revenue, issuing and receiving of fee bills.
- ✚ Maintain the record of Not Paid students and report to Principal and Branch Manager.
- ✚ Campus and Custodian Staff Supervision.
- ✚ Attendance and Salaries of Custodian Staff.
- ✚ Handling the School Time Table.
- ✚ Teachers Attendance and making reports of daily, weekly and monthly.

#### Assisting the O Level Coordinator:

- ✚ Students Results (Entry and Maintaining the Students Results)
- ✚ All Kinds of Data Entry related to Students Admissions ( Joiners and Leavers)
- ✚ Handling the Teaching staff attendance and making reports of daily, weekly and monthly.

Any other tasks and duties assigned by Branch Manager, Coordinator and Principal

**Tapex Weaver (Textile Industry) | 165- 166 Race Course Town off Ferozepur Road Lahore.**

I have worked there as a Manager Production from 01-08-2007 to 07-06-2010. Handling all kinds of production and labor.

**Internship**

**Allied Bank Pvt (Ltd) | Walton Road Lahore**

I have worked there as an internee as part of my B.Com Degree award compulsion.

**Massey Enterprises Pvt (Ltd) | 82 N- I Lines Flat # J- 4 Yasir Complex Sadar Karachi.**

I have worked there as Personal Assistant to C.E.O , my responsibilities included, handling all kinds of postage, make appointments, give reminder for meeting to the Boss.

**Professional Skills**

3 Months Certificate in Computer Sciences

Fundamentals of Computer

M.S Word

M.S Excel

Internet and E-Mails

**Interest and Hobbies**

Books Reading.

Translating Books from English to Urdu.

Calligraphy Writing.