

# MUHAMMAD ADNAN

## PERSONAL DATA

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Full Name: Muhammad Adnan  
Date of Birth: 06th of June 1990  
Nationality: Pakistan  
Marital Status: Single  
Location: H # 5/R, Str # 10, Thaheem Chowk,  
New Shalimar Colony , Bosan Road  
Multan

## CONTACT INFO

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Mobile: +923324409221  
Email: [adnan\\_pk300@yahoo.com](mailto:adnan_pk300@yahoo.com)

## EDUCATION

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### 2009-2011 MBA (Finance)

University of Lahore, Lahore, Pakistan.

Status: Pass  
CGPA: 3.69/4

### 2009-2010 C.A Foundation

Institute of chartered accountancy of Pakistan Karachi, Pakistan.

Status: Pass

### 2007-2008 B.A ( Stat & Eco)

Bahauddin Zakariya University Multan, Pakistan.

Status: Pass  
Division: 2nd

### 2005-2006 F.sc (Medical)

Board of Intermediate & Secondary Education Multan, Pakistan.

Status: Pass  
Division: 1st

### 2003-2004 Matric (Science)

Board of Intermediate & Secondary Education Multan, Pakistan.

Status: Pass  
Division: 1st

## PROFESSIONAL EXPERIENCE

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### Apr 2012 to June 2014 Administration and Accounts Officer

DRDF-USAID, Pakistan (Project of 340 Staff members, Nestle's Project)  
A dairy project of Nestle's sister concern, dairy & rural development foundation  
Finance & Administration Operations (District Multan, Bahawalpur and Rahim Yar Khan)

Responsible for timely payments & receipts, and timely submission of all reports/imprest summaries and asset reporting to PMU & administrative services performs a wide variety of professional level administrative support duties involving budgets, policies, procedures, organization, planning, contracts, facilities, systems, equipment, supplies, personnel and special projects; performs related duties as assigned, responsible for zonal coordination with respect to teams

- Preparation of regular budget and special fund budget with coordination of zonal manager.
- Forward imprest replenishment form to PMU according to approved budget.
- Coordination with banks for timely receiving of funds from HO
- Recording all transactions of zonal office/Dairy farm training centers in cash book /Bank book.
- Ensure expenses control according to policy & procedure and proper financial planning in order to meet zonal office requirements.
- To have comparative statements with the original quotations before vendor payment ( where applicable )
- All Financial Records including PMU and Field offices
- Agreements with landlords
- Financial Audit reports preparation
- Assets Records / quarterly physical assets verification record
- All monthly / Quarterly / Annual Financial / Advance funds request submitted to PMU
- Budget Record with actual monthly usage
- Cash handling at PMU / Field office must be updated all the time.
- Preparation of Bank Reconciliation statement
- Responsible for the day-to-day general administration of the organization, assisting the Field Manger and supporting the staff team.
- Verify and report on benefits payments
- Maintain the leave management system
- Maintain confidential employee files
- Verify and code timesheets and hours worked
- Prepare, review and file payroll summaries, journals and reports
- Attendance sheets / Time sheets generation & updation
- Leave record /status updation
- Vehicle log books generation & updation
- Agreements with Transporters, Security, HRS, Legal, PSO, etc
- Vehicle / generator/bike fuel average monthly analysis
- Gate pass record
- Inventory record
- Store updated record with kit receiving files
- PR, GRN and service completion records
- Coordination with zonal manager for ceremony/functions payments.
- Ensure all assets are properly tagged, zonal assets register is updated, monthly asset reporting to F&C and coordinate for assets addition, transfer and deletion notes.
- Joint Bank account signatory for imprest.
- To forward all component kit acknowledgement to F&C
- Capilot with Field Manager
- Worked as AI coordinator almost six months & any task assigned by HODs time to time

**TRAINING COURSE**

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- 06 week Internship at Reliance Weaving Mills, Multan
- Presentation Skills Training Course (PSTC ) Certificate
- 3 days capacity building training at PC Burband ( DRDF-USAID )
- 01 day training at First Aid & Fire Safety Orientation Course, Certificate
- National Teachers data base , Passing Certificate
- SPSS-Statistical Package for Social Sciences

**AREA OF EXPERTIES**

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- Strong problem solving skills and exceptionally fast learner.
- Excellent written and oral communication skills.
- Time Management Skills
- Advanced Internet & Email Skills
- Ability to handle pressure.
- Fast learner
- Interpersonal Communication Skills
- Analytical and good technical accounting skills.
- Result Oriented.
- Maintaining discipline, punctuality and time management.
- Understanding product knowledge and comparative studies of the competitors.

**LANGUAGES**

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- Urdu: Fluent
- English and Punjabi: Advanced
- Hindi: Intermediate
- Arabic: Basic

**TOOLS AND TECHNOLOGIES**

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- Advanced in Internet, MS office

**AREAS OF EXPERTISE**

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- Advanced in Management, law , Economics, Finance & Accounts

**KEY SKILLS**

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- Leader, Business-oriented, Initiative, Flexible / Adaptive, Innovative

**LIKES**

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- I like Friendships, Humanities, Help others and Love Challenges

**REFERENCES**

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- Will be furnished at demand