



# FARAZ SARWAR

3D 25/13 Nazimabad no. 3, Karachi

Email:faraz\_sarwar19@yahoo.com  
Mobile:0333-2085757

## Objectives

Seeking a career with a progressive organization where an education back and experience can be efficiently utilized and my abilities can be personal and professional growth. (A challenging task goal oriented & growth oriented organization).

## Education

<b><u>MBA</u></b>	<b>2019</b>
Mohammad Ali Jinnah University Karachi	
<b><u>B. Com</u></b>	<b>2015</b>
Premier College Karachi	
<b><u>Certificate in Ms. Office &amp; Advance Excel</u></b>	<b>2014</b>
PAK Collegiate Karachi	
<b><u>Intermediate</u></b>	<b>2011</b>
The Premier College North Nazimabad , Karachi	
<b><u>Matriculation</u></b>	<b>2009</b>
The Fatima School North Nazimabad ,Karachi	

## Working Experience

<b><u>Work in ZIAUDDIN UNIVERSITY</u></b>	<b>2019</b>
Accountant : Vendor Payments Additional Assignment : Finance Officer/Accountant ORIC	

### **Responsibilities**

- Work on ORACLE (ERP SOFTWARE).
- Generate Invoices
- Made payment against Invoices
- Entry of ready cheaques
- Dispatch cheaques to vendor
- Budgeting as per request

### **Cashier, Accounts Finance**

### **Responsibilities**

- Generate receipt of fees receivable on CMS
- Generate tax on fees on CMS
- Generate daily book day end
- Generate BRV (Bank Receipt Voucher) on general ledger
- Update Student fee data on CMS and Excel
- Bank Reconcile End of Every Month.
- Deposits Cash.

2016-2017

**Work in PAK Qatar Takaful**

**Trainee Officer**

**Responsibilities**

- Generate Daily Stamp Duty Report.
- Generate Preparation for PMD Report.
- Generate Acceptance Letter Report.
- Generate PSS (Participant Specific Schedule) Report.
- Prepare PMD (Participant Membership Documents).
- Nadra Verses.
- Dispatch PMD to TCS and Branches.
- Registrations.
- Filing
- Prepare Duplicate PMD`s.

**Internship at Summit Bank**

2014

**Responsibilities**

- Account Opening.
- Clearing.
- Remittance.

**Work in COMPLAINCE**

2014

**Responsibilities**

- Daily Pay Roll.
- Provide Health Service To Employee`s.

**Personal  
Information**

Father's name : **Ghulam Sarwar**  
Date of birth : **29-02-1992**  
Nationality : **Pakistani**  
Religion : **Islam**  
Marital Status : **Single**  
CNIC no. : **42101-9366614-5**