

CURRICULUM VITAE

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Arif wala (Pakpattan)

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OBJECTIVE:

To develop a career with a dynamic organization, ideally in an environment that provides increasing level of responsibility and an opportunity to work on my own initiative and achieve predetermined goals by applying my knowledge under the pre-eminent leadership of competent professionals.

EXPERIENCE:

June 2017 to Date

Assistant Treasurer (MNS-University of Agriculture, Multan)

- To supervise the matters related to Budget and Grants of Govt. of Punjab under heads Special Drawing Accounts Development as well as Non- Development.
 - To supervise the maintenance of Vouched Accounts of Payments.
 - Issuance of Cheques SDA Dev.-Non-Dev.
 - To supervise the matter pertaining to Research Projects.
 - To coordinate with all Funding Agencies/Donors for smooth functioning.
 - To dispose of the letter of various type of all Departments of the university.
 - To maintain all monthly, Quarterly & Yearly statements of Accounts.
 - To reconcile the Account Statements with Accountant General Punjab as well of maintenance of Cash Book.
 - To deal with all Tax matter of University i.e. filing of withholding statements & Issuance of Tax Exemption certificate.
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January 2013 to June 2017

Area Officer (Engro Foods Ltd. Arif wala)

- To implement, coordinate and monitor services plan, for in time delivery of required quantity & quality of milk
 - Responsible for proper application of all tests at different levels to check the quality of milk as per plant milk acceptance criteria
 - Achievement of monthly and annually target volume of Territory
 - Timely identification of issues hampering the business growth for further action
 - Preparation, maintenance & servicing of distribution routes to maximize productivity & profitability of the business
 - Keen market intelligence & timely reporting for further action
 - Ensure compliance to safety standards at all times and situations
 - Ensure compliance of operating procedures to minimize all type risks
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March 2009 to January 2010

Senior Loan Officer (Kashf Microfinance Bank Multan)

- Build, maintains and monitors assignments
- Manage credit team and supervise the credit committee

- Analyze Cash flow and Balance sheet to mitigate the risk
- Analyze and verify the application to determine the client's worthiness
- Initiate collateral liquidation if a client defaults on loan
- Conduct research, highlight the problematic client and provide the guidance to resolve the issues
- Coordination with regional office and head office for the development of business plan and daily activity report
April 2006 to December 2008.

Collection Officer (Standard Chartered Bank Sahiwal)

- Proper follow up
- Customer satisfaction
- Target achievement
- Developing customer relation
- Managing bad debts of bank
Situation analysis & ensure quality of mobilization

Collection Products

- Kissan Card
 - Agri Deal
 - Unicar
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Internship

- Two months experience as an internee with National Bank Corporate Branch Faisalabad
 - During internship, as an internee worked in following departments
 - Account opening
 - Remittances
 - Credit department
 - In land L.C
 - Foreign L.C
 - Foreign Exchange Department
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PROJECTS & SEMINARS

- Financial Statement Analysis of Taj Textile Mills Ltd
 - Project of Feasibility Reports of Publishing Unit
 - Project on Accounting System
 - Project on Product Development
 - Project on Job Analysis
 - Seminar on Balance of Payment
 - Seminar on Merger and Acquisition
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QUALIFICATION:

Degree / Course	Institute	Passing Year	Division
MBA(Finance)	University of Agriculture Faisalabad	2005	(3.39/4.0) 1 st

TRAINING/WORKSHOP/SHORT COURSES

- Microsoft Dynamics 365 Finance & Operation Administration and Troubleshooting Workshop by Microsoft.
- Short Courses on Project Planning & PC-1 by MPDD, Govt. of Punjab.
- Short Courses on Financial Management by MPDD, Govt. of Punjab.
- Training on Preparation of PC-1 by MPDD, Govt. of Punjab.
- Workshop on Capacity Building on Project related Financial Management by ADU, Agri. Department, Govt. of Punjab.
- Training on Audit by PHEC.
- Training on Procurement Management Information System by Agri. Department, Govt. of Punjab.