

# CURRICULUM VITAE

## Sherzaman Khan



- **Father Name: Allah Bakhsh**
- **DOB: Jan 03, 1987**
- **National Identity Card No: 36302-2884292-3**
- **Marital Status: Married**
- **Gender: Male**
- **Old Chand Mari, Old Shujabad Road, Mohallah Farooq Pura, Multan.**
- **Cell # 0307-7782750**
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### CAREER OBJECTIVES

Keen to find a progressive position with an Institution that can offer me training and the scope to develop a successful career and I enjoy working in friendly environment

#### **Professional Experience:**

1)

<i>Organization</i>	MNS-University of Agriculture, Multan.
<i>Organization Type</i>	Teaching Institute
<i>Employer Contact#</i>	061-9201712
<i>Designation</i>	Administrative Assistant (ORIC)
<i>Tenure</i>	August 2015 to Date

#### **Responsibilities:**

Preparing Books of accounts related to research projects  
Ensure that the funds are spent according to the budget  
Preparing Annual and Revised Budget of the ORIC.  
Preparing Cash Books, ECR, BCR and all accounts related Register.  
Handling PSDF Accounts and all Research Grants Accounts.  
Manage the receipts of the University (Internal & External).  
Maintaining Records of all important documents.  
Acting as a Cashier

2)

<i>Organization</i>	<b>Neelum Corporation</b>
<i>Organization Type</i>	Cotton Broker
<i>Employer Contact#</i>	061-6760016
<i>Designation</i>	Accounts Assistant
<i>Tenure</i>	Feb 2011 to 12 <sup>th</sup> Aug 2015

#### **Responsibilities:**

Preparing Contracts of Cotton Sale and its verification.  
Dispatch all invoices of Cotton Lint.  
Preparing Vouchers of Cash Payment, Cash Receipts, Journal Vouchers posting of vouchers in visual foxpro.  
Maintaining Records of all important documents.

Acting as a Cashier

Maintaining records of all Invoices and Preparing DDs Report.

Preparing daily and weekly expenditure summaries.

Handling all types of purchasing and transportation matters.

Prepare Bank Reconciliation Statement.

Maintaining parties Balances & Income Tax Challan.

3)

Organization

**Daily News "Khabrain"**

Organization Type

Media

Designation

Computer Operator

Tenure

Jan 2010 to Nov 2011

**Responsibilities:**

Composing News and set them in newspaper.

Add Pics of Related News and Finishing of Pics.

**Qualification:**

- **M.COM**
- Bahauddin Zakariya University Multan, Pakistan
- 2013
- **B.com**
- Bahauddin Zakariya University Multan, Pakistan
- 2010
- **D.com**
- Punjab Board of Technical Education, Lahore.
- 2007
- **Matric**
- Board of Intermediate and Secondary Education, Multan
- 2005
- **PGD (IT)**
- Govt Civil Lines College Multan.
- 2010

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**Computer Skills:**

**MS-Office**

MS-Word, MS -Excel, MS-ACCESS, MS-PowerPoint

Inpage

Internet.

Typing 45 WPM

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**References:**

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