

MUHAMMAD SHERAZ

Permanent Address: District & Tehsil: Mardan, Village & P.O: Shahbaz Garhi, Near: Police Station
(Cell) 0300-9044200, (Off) 0937-9230604
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Professional Experience (12 Years)

Organization: MTI, Mardan Medical Complex/Bacha Khan Medical College

Designation: Director Finance

Duration: December, 2016-to till date

Company: National Insurance Company Limited - Islamabad

Description: National Insurance Company Limited (NICL) is wholly owned by the Government of Pakistan, working under the administrative control of Ministry of Commerce and is responsible for General Insurance business of the entire Public Sector. Apart from the sovereign backing and support provided by the Government of Pakistan, NICL enjoys a sound financial base with properties and funds under investment in excess of Rs. 32 billion

Duration: 2005-2016

Designation: Assistant Manager

Job Responsibilities

Accounts

- Preparation of Annual and Quarterly accounts of NICL Zone Office (Islamabad) and Branches (Peshawar and Muzaffarabad).
- Preparation of Budget of the Zonal Office and Branches and implementing budgetary control
- Reconciliation of bank accounts, Current Accounts of Other Zones and Head Office on monthly basis
- working of employees annual salary tax
- Preparation of business wise statements for timely payment of Federal Insurance Fee and Federal Excise duty
- Filing of statutory tax returns and liaison with banks
- Assistance of external auditors
- Preparation and checking of salary
- Preparation of monthly and quarterly Management Expenses statement
- Checking of Receipt, payment and Journal vouchers
- Forwarding cheques to clients, suppliers, contractors etc
- Checking of monthly pension statements

Administration & Human Resource

- Procurement matters
- Dealing with different suppliers
- Management of multipurpose auditorium in NIC Building, Islamabad

- Dealing with different building contractors (HVAC, Security, Janitorial, Lift Operators & Maintenance etc)
- Management of Pool vehicles
- Dealing with employees leave, transfer, promotion etc matters

Audit

- Pre-audit of insurance claims, medical bills, building procurement bills, petrol bills, utility bills etc.

QUALIFICATION

ACADEMIC HISTORY

S.#	Degree	University / Institute	Year
1	MS Management Sciences(Finance)	PMAS-ARID Agriculture University, Rawalpindi	2015-17
1.	MBA (Finance)	University of Peshawar	2003-04
2.	Msc (Economics)	University of Peshawar	2004
3.	B.COM	University of Peshawar	2001
4.	Intermediate	Federal Board	1999
5	Matric	Peshawar Board	1997

Computer/Technical Knowledge

Expert in MS Excel, MS Word, MS Power Point, HTML,
 Maintained General Insurance and Accounting System (GIAS)
 Maintained General Ledger Software
 Maintained Payroll software

PERSONAL INFORMATION

Father's Name: Muhammad Saleem
NIC No: 16101-5426892-1
Gender: Male
Date of Birth: 20-06-1981
Marital Status: Married
Domicile: Mardan, Khyber Pakhtunkhwa

Languages

- English
- Urdu
- Pushto