

Contact

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Top Skills

Microsoft Office
Microsoft Excel
Microsoft Word

Qurat ul ain Saboor

Lecturer at National Defence University Islamabad
Pakistan

Summary

Experienced Lecturer with a demonstrated history of working in the accounting industry. Skilled in Microsoft Word, Communication, Generally Accepted Accounting Principles (GAAP), Team Building, and Tax Accounting. Strong education professional with a Master of Science - MS focused in Accounting and Finance from Birmingham City University.

Experience

National Defence University Islamabad

2 years 8 months

Lecturer

September 2020 - Present (1 year 1 month)

Islāmābād, Pakistan

Visiting Faculty

February 2019 - August 2020 (1 year 7 months)

Islamabad

Birmingham City University

Student Ambassador

September 2014 - May 2015 (9 months)

Birmingham, United Kingdom

Assist University in major events

HCube BMG Pvt Ltd

9 months

Assistant Manager Human Resources

December 2013 - April 2014 (5 months)

Islamabad Gpo, Federal Capial &AJK, Pakistan

Assistance in Development of policies, procedures and system for HR and other departments of the company

- Help in implementation of the developed policies and procedures

- Data collection from secondary sources of metals for complete market feasibility report

Assistant manager accounts

August 2013 - December 2013 (5 months)

Islamabad Gpo, Federal Capital & AJK, Pakistan

Set up and maintain paper and electronic filing systems for records, correspondence, and other material.

- o Collect and disburse funds from cash accounts, and keep records of collections and disbursements.

- o I know how to operate quick books I have been doing data entry and documentation

- o Closing of Monthly and Quarterly Accounts

- o Financial Statements Analysis

Home and Hearth ERM

Assistant Manager Finance

February 2013 - August 2013 (7 months)

Northern Punjab Rawalpindi, Pakistan

Set up and maintain paper and electronic filing systems for records, correspondence, and other material.

- Collect and disburse funds from cash accounts, and keep records of collections and disbursements.

- I know how to operate quick books I have been doing data entry and documentation

Packages Limited

Internship

August 2010 - September 2010 (2 months)

Lahore, Pakistan

Education

National Defence University Islamabad

Doctor of Philosophy - PhD Scholar, Leadership and Management Studies · (2021 - 2024)

Birmingham City University

Master of Science - MS, Accounting and Finance · (2014 - 2015)

ACCA

ACCA, Accounting and Related Services · (2010 - 2012)

Oxford Brookes University

Bachelor of Science - BS, Applied Accounting · (2010 - 2012)

National University of Modern Languages

Other, French Certificate · (2011 - 2011)