

KAMRAN ALAM

www.camranalam.weebly.com

40 C, Gulshan-e-Shalimar Scheme,
Shalimar Town, Lahore-Pakistan
Cell: (+92) 334 9962629
Email: camranalam@gmail.com
----- oldhailian@rocketmail.com



OBJECTIVE:

To acquire a responsible and challenging position, which would give me an opportunity to utilize and enhance my skills for the attainment of mutual goals and excellence.

EDUCATION:

- **M.Sc. Banking & Finance** from Lahore School of Accountancy & Finance, (LSAF) University of Lahore in 2011 with CGPA (3.5).
- **B.Com** from Hailey College of Commerce, University of Punjab, Lahore in 1999 with 2nd division.
- **I.Com** from Board of Intermediate & Secondary Education, Lahore in 1997 with 1st division.

PROFESSIONAL EXPERIENCE:

Sep'06 – Present: Data Control Officer, Tourism Development Corporation of Punjab, LHR.
Feb'06 – Sep'06: Administration Officer, M.Hussain Gohar & Co.(Tax & Corporate Consultants) LHR.
Nov'02 – Jan'06: Administration Officer, Pakistan Post, Government of Pakistan, Lahore GPO.
July'00 – Feb'01: Data Control Officer, NIFT (Pvt) Ltd. Lahore (6 month NADRA Project).

ACHIEVEMENTS/AWARDS:

- Development of **Human Resource Database Management System** in 2009.
- Best Worker in **Cholistan Jeep Rally** – 2008.
- **Pakistan Tourism Fair-2007 Shield** awarded by **Mian Muhammad Aslam Iqbal** Minister For Tourism on excellence performance in 2007.
- **Certificate of Excellence** awarded by International Western Union 500Club in 2005.

COMPUTER/TECHNICAL EXPERTISE:

- 2001-2002 One year **Diploma in Computer Sciences** from Foundation for Advance Computer Technology Institute, Lahore.
 - Accounting software Peach tree 2010 and Quick books 2010
 - MS Office 2010, Database Management System in Ms Access 2010 & Adobe Photoshop CS & Corel Draw 12, PowerPoint Presentation & Multimedia Operations
 - Inpage 2.4 (Typing Speed 40 wpm for Urdu and 50 wpm for English)

PROFESSIONAL TRAININGS:

- 1 day **Seminar on Islamic Banking** at School of Accountancy & Finance, University of Lahore in 2011.
- 2 weeks **Western Union Top Team Training** from Western Union 500Club worldwide in 2005.
- 3 months **Internship** in **Allied Bank of Pakistan** Branch Gulshan-e-Ravi Branch, Lahore.

CURRENT EMPLOYMENT DETAIL:

TOURISM DEVELOPMENT CORPORATION OF PUNJAB.

Department : Administration Wing
Position held : Data Control Officer/Admin Officer
Duration : 5 years (To date)

Job Description

- Provide support for a Manager Administration, and G.M (Administration).
- Establish procedures to standardize work processes and implement decisions.
- Solve problems, which require gathering and analyzing basic data and information.
- Utilize a variety of means to collect information relative to a specific issue. Operate and maintain TDCP web portal and PC applications to generate reports and information. Help manage a competitive intelligence database for the TICs.
- Track budgets and other financial data; assign charges to accounts, prepare documents to pay bills; processes purchase orders and orders supplies and other equipment as needed.
- Investigate and analyze information; solve problems and resolve issues using facts, written policies, procedures, or specifications.
- Make entries into ledgers, journals, and other records. Set up and maintain complex file systems and records to support a function.
- Schedule and participate in meetings and other activities. Coordinate meetings or events involving a number of participants.
- Development of Human Resource Management System.
- Compilation of employee's leave record, provident fund advances, medical reimbursement.
- To assist the G.M (Admin) in official inquiries of inefficiency, irregularity, and fraud cases.
- Liaison with Legal Advisor in different legal cases of the corporation.
- Recruitment of staff, training & development, compensation & benefits.
- Arrangement of multimedia operations for presentations, conferences, seminars etc.
- Preparation of MOUs and Official Correspondence like Minutes, Drafts, Noting etc.

PERSONAL INFORMATION:

Date of Birth : September 07, 1978
Marital Status : Single
NIC # : 35202-2683146-9
Nationality : Pakistani
Religion : Islam

REFERENCES:

References available on request.