

AHMAD ZEB



PERSONAL DETAIL:-

Father's Name:	Alam Zeb
Religion:	Islam
Gender:	Male
D.O.B.	Mar, 17, 1984
Marital Status	Married
N.I.C No.	17301-1558312-3
Residence Address:	House# 203, Street# 8, Sector-E-2, Phase-1, Hayatabad, Peshawar Pakistan.
Postal Address:	Department Of Management Sciences, Islamia College University, Jamrud Road Peshawar Pakistan.
Home Tele:	0092-91-5816025
Cell:	(0092-321-9003431), (0092-346-5663790)
Office Tele:	0092-91-9216515
Email:	hmdzeb@yahoo.co.uk , ahmadzeb84@gmail.com , ahmad.zeb@icp.edu.pk
Languages	English: Fluent Written and Verbal Urdudo..... Pashtodo.....

OBJECTIVE:-

I plan to pursue my training by doing specialization and to be the most successful professional in my field. My objective is to be a sympathetic and well informed professional, familiarize myself and be practically involved in the basics of management and every day hard work.

PROFESSIONAL BACKGROUND:-

ADMINISTRATIVE EXPERIENCE:

1. Organization	ICMS- College System Ph-V, Hayatabad Peshawar - Pakistan
Position	Finance/Admin Officer
Job Description	Maintaining and overseeing all the financial and administrative activities of the organization.
Tenure	July 1, 2007 to August 31, 2008
2. Organization	Islamia College (Chartered University)
Position	Staff Proctor
Job Description	Look after and maintaining the discipline in the university.
Tenure	February 1, 2010 to February 2, 2011 & January 03, 2012 to date.
3. Organization	Department of Management Sciences, Islamia College (Chartered University)
Position	Coordinator MBA and BBA (Hons) Programs
Job Description	Look after all the related affairs regarding students and teachers involved in the MBA and BBA (Hons) programs. And reporting to the chairman of the department.
Tenure	February 24, 2010 to date.

TEACHING EXPERIENCE:

1. Organization	Qurtuba University of Science and Information Technology. Ph-III, Hayatabad Peshawar - Pakistan
Position	Lecturer-Full time (Management Sciences)
Job Description	I taught the subjects of Corporate finance, Principles of Management, Small Business Development, Financial Accounting, Fundamentals of Accounting, and Introduction to Business to BBA (Hons), MBA and BCS students.
Tenure	April 2, 2009 to Nov 30, 2009.
2. Organization	Department of Management Sciences, Islamia College (Chartered University) Peshawar.
Position	Lecturer
Job Description	Taught the subjects of Financial Accounting, Micro economics, Cost and Management Accounting, Fundamentals of accounting, Corporate finance, Principles of Marketing, Financial Statement analysis and Entrepreneurship, Auditing, Marketing Management, E-Commerce, Macroeconomics and Management information system. Currently I am teaching the subjects of E-Commerce and Financial Accounting to the BBA (Hons) and MBA students.
Tenure	Nov 24, 2009 to date.
3. Organization	ICMS, Ph-V, Hayatabad Peshawar, Pakistan.
Position	Lecturer (Visiting)
Job Description	Taught the subject of Principles of Economics.
Tenure	January 13, 2010 to May 31, 2011.

MEMBERSHIPS:

1. Organization	Islamia College (Chartered University)
Position	Member Committee for physical verification (Central Purchase Committee)
Job Description	To check physical condition of acquirement of items purchased by central purchase committee and submit physical verification reports.
Tenure	August 18, 2011 to date.
2. Organization	Department of Management Sciences, Islamia College (Chartered University)
Position	Member Departmental Quality Enhancement Cell.
3. Organization	Department of Management Sciences, Islamia College (Chartered University)
Position	Member Departmental Purchase Committee.
Job Description	Verification and approval of all the purchases within the department.

ACADEMIC BACKGROUND:-

Degree Name	PhD- Management Sciences
CGPA/ Division	In-Progress
Institute	Department of Management Sciences, Islamia College Peshawar
Session	2013

Degree Name	MBA
CGPA/ Division	3.80/1 st (Scholastic Honors)
Institute	Institute of Management Studies, University of Peshawar
Session	2006-2007
Major	Major in Finance & Accounting

Degree Name	BBA (Hons.)
CGPA/ Division	3.80/1 st (Scholastic Honors)
Institute	Institute of Management Studies, University of Peshawar
Session	2002-2006
Major	Major in Finance & Accounting

Degree Name	HSSC (Fsc.)
Division	2 nd
Board	Board of Intermediate & Secondary Education Peshawar
Session	1999-2001
Major	Pre-Engineering

Degree Name	SSC
Division	1 st
Board	Board of Intermediate & Secondary Education Peshawar
Session	1998-1999
Major	Math, Physics, Chemistry, Biology

RESEARCH PUBLICATIONS:-

S. No	Name of Journal	Title	Print No	Vol. No	Page No	Year
1.	Abbasyn Journal of social sciences.	Effects of interest rates on the survivability of small businesses. (A case study of Matta Maghulkhail)	2	3	239-252	2011

WORKSHOPS/ SEMINARS/ CONFERENCES:-

S. No	Title	Organizer	Location	Date
1.	Workshop on Understanding the Adult Learner.	HEC.	HEC, Regional Center Peshawar, Pakistan.	August 05 to 06, 2011.
2.	National Workshop on Integrated Approach to Business Research & Application of SPSS.	Department of Management Sciences, Islamia College University, Peshawar.	Islamia College University, Peshawar, Pakistan.	May 29 to 31, 2012
3.	Workshop on Preparation Of Self Assessment Report.	Quality Enhancement Cell, Islamia College University, Peshawar in	Islamia College University, Peshawar,	June 12 to 14, 2012

		collaboration with HEC.	Pakistan.	
4.	Conference on Pakistan granting MFN status to India.	Department of Management Sciences, Islamia College University, Peshawar.	Islamia College University, Peshawar, Pakistan.	June 20, 2012

COMPUTER SKILLS:-

<u>Skill name</u>	<u>Level</u>	<u>Last used</u>
M.S Office	Excellent	Currently Working
Accounting Software (PAM)	Excellent	Currently Working
E-Commerce	Good	Currently Working

AWARDS AND ACHIEVEMENTS:-

Academic:

- Certified in Office Automation in the year 2002 from Govt College of Technology Peshawar, Pakistan.
- Achieved Scholastic honors in BBA (Hons) and MBA-Finance.
- Achieved first position in the Quiz Competition at the institute of management studies, University of Peshawar in the year 2007.

Sports:

- Played for BISE, Peshawar in the inter board cricket tournament.
- Played for Peshawar District Cricket Association in the National Under-19 Cricket tournament held during period 2001-2002.
- Played for Pakistan Boards cricket team in the Patrons trophy Grade-II tournament held during the period 2001-2002.

Professional:

- Certificate of professional development by HEC.
- Certified from Askari bank Ltd (Cant branch, Peshawar) Pakistan as INTERNEE in the year 2005

HOBBIES AND INTEREST:-

- ◆ Listing Music, Watching Movies, Traveling
- ◆ I am interested in creative writing and reading
- ◆ Painting
- ◆ Playing Cricket
- ◆ Internet surfing

REFERENCES:-

Will be provided on request
