



# IRFAN HANIF

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## Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## Work Experience

### Account/Finance

#### Commoner Sky Gardens Islamabad

Dec 2013 / Oct 2017

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- Creating and processing invoices
- Cross checking invoices with payments to ensure accuracy
- Manage company accounts payable and revocable.
- Sending payments due able to clients and recovery
- Tracking company expenses
- Processing refunds
- Martian employee's salary record
- Maintain daily cash book
- Maintain office expenses and payments
- Maintain company events record

#### Transfer officer

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- I also perform my duty as transfer officer
- Transfer the society files of all allotted to the members
- Open files of the clients of the society
- Transfer the files
- Death cases in transfer
- Transfer on authority letter by the owner of file
- Resolve the problems of clients and dealers
- Arrange monthly meeting with registered dealers and resolved there issues
- Arrange site visit on weekly bases for the dealers to show them development work of the society.

#### Branch Manager

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- I also perform my duty as a branch manager of the society in Karachi
- Deal with clients and dealers and resolve their problems regarding the payments.
- I also arrange the visits of the clients and dealers who interested to visit the society.
- I also deal with the bank regarding the payments of clients and one daily bases collection.
- I arrange meeting with dealers to update them about the development work on site.

#### Event Manager

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- I manage events of the society in Islamabad, Lahore, Karachi
  - I participate from my society in Zameen.com in Lahore
  - I also manage the whole events and all actives regarding the event
  - I also make the budget of every events
  - I also arrange the accommodation of the dealers from out of city for events.
  - I also handle indoor and outdoor activities of the society.
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## **Trainee Officer**

**Syed & Co**

**Islamabad**

May 2001 / May 2004

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- Maintenance of accounts
  - Record Keeping
  - Income Tax related matters and daily routine job
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## **Hardware & Network Engineer**

**GloboTech**

**Islamabad**

May 2002 / Jun 2003

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- Maintain the network including the main frame and physical Hardware
  - Install and configuring the network
  - check the firewall and updating the various protection
  - Troubleshooting of hardware and resolve the problems.
  - Maintain the server and workstations on daily bases.
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## **Supervisor**

**Image systems marketing**

**Islamabad**

Jun 2000 / Dec 2000

- I work as supervisor with NADRA and handle the scanning and processing department
- Under my supervision batch of boxes of different provinces regarding the ID card farms and documents are scanned.
- Quality assurance of scanned documents
- Make daily report regarding the scanning
- make work relationship with entire staff for good results

## **Sales Executive**

**Zain International**

Sep 2000/April 2001

- I worked as a sales executive and deal in multimedia projectors and office equipments
- I have good clients in diplomatic area and multinational companies and private clients
- I perform my duty in NADRA, GHQ, and diplomatic area.
- I also visit out city clients for business for the company
- Collection of payments and attend in tenders from company side
- Give presentation of new products to our clients
- I also train new comers in the company
- I also give training to technical person regarding multimedia
- Manage monthly reports regarding sales

## **Education**

### **Bachelor**

Allama Iqbal Open university

Islamabad

2005

### **I.com**

Punjab collage of commerce Rawalpindi

Rawalpindi

1995

### **Intermediate**

F.G Boys Schoold No.14

Islamabad

1993

### **One Year Diploma**

National Institute of Science and Technical Education

Islamabad

2003

- Introduction to I.T
- Operating System
- Electronics
- RDBMS
- Computer Architecture
- Designing (HTML, Photoshop)
- Flash, Java Script basic
- Computer Hardware
- E-commerce
- Networking

## **Skills**

### **Languages**

ENGLISH, URDU, PUNJABI

## **Interests**

- Internet browsing, Book reading, traveling