

MUHAMMAD ATIF

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OBJECTIVE

After having ample knowledge and diversified experience in the field of business and research I am looking for an academic institution where I can excel myself as professional academician and be the part of the success of the institution.

PUBLICATION(S)

- ▶ *“The Nexus between Economic Growth, Investment and Taxes: Empirical Evidence from Pakistan” Academic Research international, Vol 3, No.2 (2012) pp. 530-537.*
- ▶ *“The effect of distributive injustice on organizational deviance: The mediating role of psychological contract breach”. J. of Applied Environment and Biological Sciences 4(9s) 2014, pp 174-180*
- ▶ *“Exploring the Role of Organizational Justice as an Antecedent of Psychological ownership” (2015) VFAST Transactions on Education and Social Sciences.Vol 7, No. 1*

ACADEMIC PROJECT(S)

- ▶ **MS Thesis**
 - ▶ *The Impact of Proactive Work Behavior on Interpersonal Conflicts: Mediating Role of Perceived Organizational Politics*
- ▶ **Research Projects**
 - ▶ *Customer Loyalty and Commitment in Consumer Banking with Moderating Role of Personality Types: Empirical Evidence from Pakistan*
 - ▶ *Research project on Long term investment decisions:*
 - ▶ *Research project on employment satisfaction*
 - ▶ *Project on why companies going Globally*

PROFESSIONAL EXPERIENCE

<i>Oct 2017- till date</i>	<i>Federal Urdu University of Arts, Science & Technology, Islamabad</i>
<i>Sep 2016- Sep 2017</i>	<i>Permanent Faculty Member at Barani Institute of Management Sciences Rawalpindi</i>
<i>Feb 2010 - till date</i> <i>(07 Years Teaching experience)</i>	<i>Visiting Lecturer at Various Institutions like</i> <i>Federal Urdu University of Arts, Science & Technology, Islamabad</i> <i>Punjab College of Commerce, Bharakahu Islamabad</i> <i>Punjab College of Commerce, Aabpara Islamabad</i> <i>International Islamic University, Islamabad</i> <i>Allama Iqbal Open University, Islamabad</i> <i>Rawalpindi College of Commerce, Wah Cantt</i>
<i>Apr 2011 to Nov 2014</i>	<i>Accountant (POF Welfare Trust Wah Cantt, Pakistan)</i>
<i>Mar 2010 to Apr 2011</i>	<i>Research Fellow (Peace and Development Foundation, Islamabad (NGO))</i>



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Aug 2009 to Mar 2010 **Assistant Unit Business Manager (KFC, Islamabad)**
Barani Institute of Management Sciences
Rawalpindi – Pakistan

Sep 2016 to date

Permanent Faculty Member & Program Coordinator

- Teaching Total Quality Management, Organizational Development, and Organizational Behavior, Principles of Management, Fundamentals of Accounting at Master and Bachelor level.
- Supervision of BBA final semester students in their research project.

Federal Urdu University
Islamabad – Pakistan

Sep 2012 to date

Visiting Lecturer

- Teaching Labor Relations Management, Project Management, Tax Management, Business Taxation, Economic Analysis, Business Economics at Master and Bachelor level.

Punjab College of Commerce
Bharakahu Branch, Islamabad – Pakistan

Mar 2016 to Jul 2017

Visiting Lecturer

- Teaching Tax Management and Fundamentals of Marketing to M.Com & ADP classes.

Punjab College of Commerce
Aabpara Branch, Islamabad – Pakistan

Oct 2015 to Feb 2016

Visiting Lecturer

- Teaching Accounting to ADP classes.

Rawalpindi College of Commerce
Wah Cantt – Pakistan

Nov 2013 to Oct 2014

Visiting Lecturer

- Taught Strategic Management and Business Taxation at Master level.

International Islamic University
Islamabad – Pakistan

Feb 2013 to May 2013

Visiting Lecturer

- Taught Introduction to Management at Bachelor Level

Allama Iqbal Open University
Islamabad – Pakistan

Spring 10 to Spring 13

Visiting Lecturer

- Conduct lectures in the workshops organized by Department of Business Administration
- Teaching Marketing Theory and Practices, Finance Accounting, Financial Management, and Economic Analysis.
- Prepare Assignments.

POF Welfare Trust
Wah Cantt – Pakistan

Apr 2011 to Nov 2014

Accountant

- Managed the company finances and cash position on day to day basis;
- Monitored and analyzed monthly operating results against budget and investigated variances;
- Prepared financial analyses for decision making;



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- Directed financial audits and provided recommendations for procedural improvements;
- Set up and implemented the Internal Control Systems relating to accounting and finance;
- Ensured that all GL accounts are reconciled on monthly basis and properly documented;
- Reviewed the work of junior staff and provided constructive feedback;
- Management of fixed assets including review of capital expenditures;
- Working on Quick Book, Abuzar Software as well as on MS Excel (Macros);
- Maintaining employees Payroll;

Peace and Development Foundation (NGO)
Islamabad – Pakistan

Mar 2010 to Apr 2011

Research Fellow

- Data collection (Questionnaire designing)
- Data Entry
- Data Coding
- Data Analysis

KFC
Islamabad – Pakistan

Aug 2009 to Mar 2010

Assistant Unit Business Manager

- Overall Management
- Responsibility of Sale and Purchase
- Inventory Management
- Supervision of Staff
- Conduct Training Programs

Internship in Saudi Pak Investment Company
Islamabad – Pakistan

Jun 2009 – Aug 2009
(Two Months)

- Arrange Payment Receipt voucher with complete supporting documents
- Maintaining Ledgers & Cash books on daily basis.
- Bank reconciliation.
- Maintenance of Accounts Receivable/Payable records.
- Prepared an analysis of the company based on audited financial statements

Internship in United Bank Limited
Wah Cantt-Pakistan

Aug 2005 – Nov 2005
(Three Months)

- Account Opening
- Handling of bank drafts
- Encashment and ATM records along-with public dealing.

ACADEMIC QUALIFICATION

International Islamic University, Islamabad

MS Management 3.5 CGPA, Completed (A Grade in Thesis)

Year – 2016

University of Wah, Wah Cantt

MBA Finance 3.14 CGPA

Year - 2008

University of Agriculture Faisalabad

B.Com

Year – 2005

Federal Board of Intermediate and Secondary Education, Islamabad

FCS

Year – 2003



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COMPUTER SKILLS

- Excellent Knowledge Of Ms-Office / Internet
- Advanced Level User of MS – Excel
- Good Knowledge of Accounting Programs Such as QuickBook & Abuzar Software.

PERSONAL INFORMATION

<i>Date of Birth</i>	:	<i>April 15, 1985</i>	
<i>Status</i>	:	<i>Married</i>	
<i>Gender</i>	:	<i>Male</i>	
<i>Nationality</i>	:	<i>Pakistani</i>	
<i>CNIC No</i>	:	:	<i>37406-9367387-1</i>
<i>Domicile</i>	:	<i>Rawalpindi, Punjab</i>	
<i>Languages</i>	:	<i>English, Urdu, Punjabi</i>	

REFERENCES

Will be provided on demand

