# **MUHAMMAD ATIF**

H # 42, Street # 16 Federation Housing Society, Near PWD, O-9 Islamabad Tel: 0313-5167828 Email: atif.aries85@gmail.com



# **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

Oct 2017- till date Federal Urdu University of Arts, Science & Technology, Islamabad

Sep 2016- Sep 2017 Feb 2010 - till date

Visiting Lecturer at Various Institutions like

(07 Years Teaching experience)

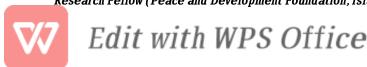
Federal Urdu University of Arts, Science & Technology, Islamabad

Permanent Faculty Member at Barani Institute of Management Sciences Rawalpindi

Punjab College of Commerce, Bharakahu Islamabad
Punjab College of Commerce, Aabpara Islamabad
International Islamic University, Islamabad
Allama Iqbal Open University, Islamabad
Rawalpindi College of Commerce, Wah Cantt

Apr 2011 to Nov 2014 Accountant (POF Welfare Trust Wah Cantt, Pakistan)

Mar 2010 to Apr 2011 Research Fellow (Peace and Development Foundation, Islamabad (NGO))



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;



- 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** Aug 2009 to Mar 2010 Islamabad – Pakistan

#### 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



*Year - 2001* 

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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

Date of Birth:April 15, 1985Status:MarriedGender:MaleNationality:Pakistani

CNIC No :

Domicile : Rawalpindi, Punjab Languages : English, Urdu, Punjabi

# **REFERENCES**

Will be provided on demand

