



NOMAN MOIN-UD-DIN.

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Lahore, Pakistan
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PROFESSIONAL OBJECTIVE:

To build a dynamic career in the organization by utilizing my skills, practical experience and theoretical knowledge regarding accounts, finance, banking, administration, law etc. in communicating with and motivating a broad range of people.

PERSONAL:

Father's Name.	Moin-ud-Din
Date of Birth:	May 19, 1981
Marital Status:	Married
Religion:	Islam
CNIC No:	35202-7470092-1
Permanent Address:	As above

QUALIFICATION:

- ❖ **Ph.D Scholar - Islamic Banking & Finance -** (University of Management & Technology, Lahore)
Course Work Completed Stage..Cont....
- ❖ **MS in Business Administration** 3.98 CGPA (2011) (NUML)
- ❖ **M.Com. (Finance)** (2002-04) 3.42 CGPA (Hailey College of Commerce, University of the Punjab)
- ❖ **M.A. Economics** (University of the Punjab)
- ❖ **LL.B** (University of the Punjab) - 2014
- ❖ **IELTS** qualified with 6.50 Band
- ❖ **B.Com. Gold Medalist /Roll of Honour** (Govt. M.A.O. College, Lahore)
- ❖ **I.C.S.** (Govt. College, Lahore) *Ravian*
- ❖ **Matriculation** with Science Subjects (Govt. Muslim Model High School, Lahore)

WORK HISTORY:

Lecturer & Coordinator MBA/M.Com (Mor)
On contract 22-Jan-2007 to 25-Jun-2015
(Permanent 26-Jun-2015 to date)
National University of Modern Languages
A Federal Govt. University
Ground Floor, Aiwan-e-Iqbal,
Egerton Road, Lahore.

Working since Jan 22, 2007

SUBJECTS TAUGHT:

Financial Accounting
Financial Management
Cost and Managerial Accounting
Corporate Finance

Corporate Governance
Business Economics
Islamic Banking and Finance
Islamic Jurisprudence

Visiting Lecturer --
IB&M, UET, Lahore

For Fall 2016

Visiting Lecturer --
University of Management & Technology (UMT)

Jan 2011 to Jan 2014

Visiting Lecturer --
Govt. University of Education, LHR

Working since Jan 2013

Accounts Executive.
M/s Azron Pharmaceuticals (Pvt.) Ltd,

-- (June 01, 2005 to Jan 21, 2007)
A private medicine company where I developed accounting procedures, vouchers, and handled all operations of accounts etc.

82-83, Sunflower Society, Johar Town,
Lahore.

AREAS OF STRENGTH:

- ❖ Ability to interact with a wide variety of people, juggle several tasks simultaneously and work well under pressure.
- ❖ Communicate by listening attentively and presenting ideas clearly.
- ❖ Capable of working with administrative personnel to guide, support and direct their efforts, processing work fellow, establishment of office procedure, solving people's and administrative problem, assuming responsibility for daily office management, supervision.
- ❖ Bring innovation and creativity to problem solving.

COMPUTER EXPERTISE:

- Microsoft Excel, Word, Power Point.
- Managing accounts in Excel.
- Worked for one year on General Ledger (FoxPro Based Accounting Software)

WORK AREAS:

At NUML

- ❖ Coordinator MBA/M.Com Program
- ❖ Delivering lectures at MS & Masters Level
- ❖ Worked as Controller of Exam
- ❖ Making and coordinating the time table of 5 Major departments of NUML Lahore
- ❖ Preparation of duties and sitting plans as well

At Azron Pharma

- ❖ Preparation and Checking of Final Accounts.
- ❖ Preparation of Payroll
- ❖ Maintenance of Receivable and Payable accounts.
- ❖ Conducting of Audit.
- ❖ Sales & Purchase accounts.

- ❖ Final Settlements of Employees and Distributors.
- ❖ Dealing with the Leasing Companies & Vendors.
- ❖ Sales Analysis, Budgeting of Special Promotion Expenses.
- ❖ Checking/Auditing of Salesman Monthly Expenses.

ACHIEVEMENTS:

- ❖ Got first position in MSBA in University
- ❖ GAT-General / GAT Subject qualified in the first attempt
- ❖ IELTS qualified with 6.5 band
- ❖ Got Gold Medal in Govt. M.A.O. College, Lahore for standing first in B.Com. in 2000-02.
- ❖ Got good practical experience of corporate matters in a very short tenure, acknowledged by the top management of Azron Pharmaceuticals Pvt. Ltd.

PUBLICATIONS:

- ❖ Impact of Employment Status on Service Oriented OCB; Intervening Roles of Job Satisfaction and Organizational Commitment in Information Technology Environment. International Journal of Computer Science and Network Security, 19(4), 163-169. (2019)
- ❖ Impact of perceptions of organizational politics on Employees' job outcomes: the moderating role of self-efficacy and personal political skills
SSRN-Id 2631403
Science International Journal (2015)
- ❖ Need For Uniqueness And Positive Word Of Mouth: The Moderating Role Of Gender
Conference Paper - 20th National Conference at SZABIST-Aligning Business with Sustainable Development - Challenges & Responsibilities

TRAININGS / SEMINARS / WORKSHOPS:

- ❖ Five Full Days Training Workshop Conducted by LUMS and IBA Karachi, Funded by State Bank of Pakistan of Rs. 110,000 **Executive Learning Program** – Islamic Finance for Academicians (19-Aug-19 to 12-Aug-19) aimed to promote Islamic Finance to faculty, students, researchers and banker held at IBA Karachi
- ❖ Two Full Days training on “Entrepreneurship, Import / Export Documentation Procedures, Income and Sales Tax” conducted by SMEDA under National Business Development Program (NBDP) “Train the Trainers” at Akhuwat Foundation, Gulberg Lahore(29,30-April-2019)
- ❖ Five Full Days Workshop on “Professional Approach to Quantitative Research Techniques in Finance” at Bara Gali by University of Peshawar (29-July to 02-Aug-2017)

- ❖ One day Workshop on Smart PLS (Partial Least Square) Conducted by IB&M, UET on 14-Mar-2017
- ❖ Five Full Days Training Workshop Conducted by IBA-CEIF Karachi, Funded by State Bank of Pakistan of Rs. 85,000/- **Executive Learning Program** - Islamic Finance for Academicians (11-Jan-17 to 14-Jan-17) at IBA Karachi
- ❖ Global Forum on Islamic Economics, Banking and Finance, Conducted by UMT, Lahore (25-Jan-2017 to 26-Jan-2017) at Faletti's Hotel, Lahore
- ❖ Executive Learning Program - Concepts and Products for Shariah Scholar Conducted by IBA-CEIF Karachi on 08-March-2017 at IBA Karachi
- ❖ Global Forum on Islamic Economics, Finance and Banking, Conducted by UMT, Lahore (20-Jan-2016 to 21-Jan-2016) at Pearl Continental Hotel, Lahore
- ❖ Financial Literacy Initiative Program - by Lahore Stock Exchange and South Asian Federation of Exchanges (SAFE) 21-Oct-2015