***WASIF HUSSAIN***   
  
VISION & OBJECTIVES  
  
Looking for challenging career, where there is scope for demonstration, always on a look out for a positive & bigger outlook, Currency are ideas, thrive on Imagination & Passion, Rigorous thinking and boundless curiosity, Sets levels & standards that exceed expectations, Have fun attitude is everything, Bottom line rises with the Organization.  
**EDUCATIONAL CAREER \_\_**  
Degree Year Division University/Board  
B.COM 2008 2nd Div Punjab University  
I.COM 2005 2nd Div FBISE  
Metric 2003 2nd Div FBISE  
**WORKING EXPERIENCE** \_\_\_  
Two Year Working Experience in Imam trading & contracting as an office assistant cum receptionist from August 2007 to August 2009.

Presentably I am working in **COMSATS** University Islamabad as **Supervisor**  since September 2010 to 2013.  
**JOB DESCRIPTION**  
Book keeping.  
Reconciliation of Bank Accounts.  
Banks Maters.  
Depositing of Income Tax with Banks & Income Tax Department.  
Internal & External Coordination.  
Making Payroll.  
Maintaining the all record of accounts.  
Data entry in comsis (Comsats Student Information system) Data Base.  
Maintaining of cash books in MS Office format.  
Preparation of Income tax deductions statement and to deposit the tax in Govt. treasury.  
Preparation of Income Tax periodically report and to file with Income Tax authorities.  
Collection of fee challans from banks.  
COMSATS University:

**Dealing at the Department of physics front office / Final Year Project Coordinator.**

**2013 to till date.**

**1**.Course registration of Bs students and handling other matters of students.

**2**.Daily basis coordination with students on issues and faculty coordination.

**3**.Data entry to the concern portal.

**4**.Managing the documents of students and keeping the record safe.

**5**.Faculty evaluation.

**Performing duties in Final year projects as a coordinator**

1. Collecting synopsis from student and arrange meeting for discussion with faculty.
2. Dealing with internal examiner and External examiner.
3. Managing all the presentations according to the convener instructions.
4. Making final results of all final year project students.
5. Submission of result to the examination departing on the due dates.
6. Dealing with all the students and supervisor.
7. Other day to day tasks as given by the Head of Department.

**COMPUTER SKILLS**   
MS Office  
Internet  
**PERSONAL INTEREST**   
Book Reading  
Playing  
Exercise Club  
Cricket  
Swimming  
**PERSONAL INFORMATION**   
Fathers Name: IMDAD HUSSAIN  
Date of Birth: May 05, 1986  
Marital Status: Married   
NIC:-61101-8609531-5  
Domicile: ISLAMABAD  
Religion: Islam  
Interest: Net Surfing, Cricket  
Languages: English, Urdu, Punjabi  
Phone# 0345-5917749

E-mail: wasif\_hussain@comsats.edu.pk

REFERENCE  
will be furnished on demand