



## Muzaffaruddin Alvi

Company Secretarial Professional

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### Job Objective:

*Seeking a Company Secretarial position in which my expertise, skills and dedication can help in the prosperity of the organization.*

### Highlights of Qualifications:

- I am **Member** of **Institute of Corporate Secretaries of Pakistan** and I have 3+ years training experience. Who appreciates self-development; with the interest and motivation to acquire job skills, knowledge for job growth and career advancement.
- Immense knowledge of Companies Ordinance, corporate governance procedures and business law.
- Well versed with accounting and book-keeping procedures.
- Proficient in using Accounting Software, Microsoft Office, Social Media and on-line reporting platforms.
- Ability to organize, handle and complete all assigned tasks, efficiently and on time.
- Confident and Energetic with ability to learn.

## CERTIFICATIONS

### Licentiate Member (L.C.I.S.)

Jan 13 to date

Institute of Corporate Secretaries of Pakistan ([www.icsp.org.pk](http://www.icsp.org.pk))

Reg. No. L-097

Valid from: 02-Jan-2013

## EXPERIENCE

### Upwork.Com

2017 to date

Freelancer

<https://www.upwork.com/o/profiles/users/~0150036c53e6c92c3a/>

### Freelancer.Com

May 15 to date

Freelancer

Freelancer Profile: <https://www.freelancer.com/u/Muzaffar1969.html>

### Sheikh and Chaudhri, Chartered Accountants, Lahore, Pakistan. ([www.shchco.com](http://www.shchco.com))

Jul 04 to Aug 06

Trainee

### Responsibilities:

- Completed diverse corporate audits as a trainee.
- Reviewed returns, financial statements and supporting receipts and documents during audit process.
- Gained experience auditing both individual returns and corporate returns.
- Helped with the preparation of books of accounts and statutory returns of the clients and filing with the authorities.
- Roles and duties determined by the Supervisor.

**Zulfiqar and Amer Law Associates, Tax Consultants, 20-21, Hussain Plaza,  
13-Fane Road, Lahore, Pakistan.**

*Dec 01 to Jul 02*

Trainee

*Responsibilities:*

- Prepared estimated financial statements.
- Prepared and filed tax returns.
- Attended tax courts hearings.

**General Tyre and Rubber Company of Pakistan Ltd., Branch Office, Lahore,  
Pakistan (www.gentipak.com)**

*Sep 92 to Jun 93*

Trainee

*Responsibilities:*

- Helped and assisted in book-keeping of the branch accounts (Manual).
- Prepared vouchers, receipts book, collection reports, sales order forms, invoices, bin cards, delivery reports.
- Assisted in bank reconciliations.
- Assisted in handling the cash book.
- Assisted in payroll processing.
- Assisted in maintaining the party ledgers.
- Assisted in maintaining the stock register.

**EDUCATION**

**Institute of Corporate Secretaries of Pakistan (www.icsp.org.pk)**

*Dec 97 to Dec 99*

Final

Economics, Introduction to Accounting, Business Math and Statistics, Commercial Laws, Company Law and Practice, Financial Accounting, Industrial Laws, Information Systems and Computers, Office Administration and Management, Business Finance, Meeting Law and Procedure, Organizational Behavior, Taxation, Personnel Administration, Secretarial Practice, Drafting and Conveyancing.

*(Reg. No: S-2879 dated 10-Dec-1997)*

**Hailey College of Commerce, University of the Punjab, Lahore, Pakistan**

*Mar 97 to Mar 98*

Diploma in Cost & Management Accounting (D.C.M.A.)

Cost Accounting, Management Accounting, Industrial Management

*(9 months post graduate diploma designated D.C.M.A.)*

**Institute of Cost & Management Accountants of Pakistan**

*Dec 97 to May 02*

Part Qualified

Principles of Accounting, English Grammar and Composition, Quantitative Techniques, Computer - Written and practical, Economics and Business Environment, Financial Accounting, Cost Accounting, Industrial and Commercial Law, Business Communication and Report Writing, Production Technology and Plant Management, Corporate Laws and Secretarial Practices.

**Punjab College of Commerce, Lahore, Pakistan**

*Oct 87 to Jun 91*

Bachelor of Commerce

Accounting, Banking, Currency & Finance, Business Communication & Report Writing, Business Mathematics & Statistics, Economics, Introduction to Business, Islamiyat / Ethics & Pakistan Studies, Business Taxation, Business Laws, Economics of Pakistan, Fundamentals of Cost Accounting, Advanced Accounting, Auditing.

**Scholar's College of Commerce, Lahore, Pakistan**

*Aug 85 to Aug 87*

Intermediate Commerce

Urdu, English, Islamic Education, Pakistan Studies, Book-Keeping & Accountancy, Economics & Commercial Geography, Principles of Commerce.

**Govt. Sacred Heart Cathedral High School, Lahore, Pakistan**

*Jan 78 to Jun 85*

Secondary School Certificate

Urdu, English, Islamiyat, Pakistan Studies, General Science, Mathematics General, Geography, Art.

**Kingston Institute of Professional Training, Lahore, Pakistan**

*Sep 09 to Feb 10*

Computerized Accounting

Peach Tree, Quick Books, Sage Line 50, Tally.

*(6 months certificate course.)*

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**Eastern College of Accountancy, Lahore, Pakistan**

Jun 05 to Aug 05

Microsoft Office & Internet

(3 months certificate course.)

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**Digi-Anna Computer College, Lahore, Pakistan**

May 91 to Nov 91

Computer Applications

Basic, Basic Advance, d. Base III Plus, Lotus 123, WordStar, Data Processing Concepts, COBOL  
(6 months certificate course.)

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**Department of Administrative Science, University of the Punjab, Lahore, Pakistan**

Jun 90 to Aug 90

Lotus 123 & Wordstar

(3 months certificate course.)

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**SKILLS**

Company Secretarial, Corporate Laws, Corporate Governance, Accounting, Tax, Audit, Accounting Software, Microsoft Office.

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**LANGUAGES**

**English** (Full professional proficiency), **Urdu** (Native or bilingual proficiency)

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**PROJECTS**

**Klout Score**

<https://klout.com/Muzaffar1969>

social media analytics to rate its users according to online social influence.

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**Kred Score**

<http://www.muzaffar.kred>

measure online social influence.

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**Linkedin Lead Generation Project**

2017

[https://muzaffaruddin.files.wordpress.com/2017/08/linkedin\\_lead\\_generation\\_project.png](https://muzaffaruddin.files.wordpress.com/2017/08/linkedin_lead_generation_project.png)

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**PUBLICATIONS**

**Corporate Governance Daily**

<https://paper.li/f-1446579484>

updated automatically with a curated selection of articles, blog posts, videos and photos.

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**CorpGov on The Tweeted Times**

<http://tweetedtimes.com/v/2019>

personal newspaper generated from your Twitter account.

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**HONORS**

**Expert Author Certificate**

Aug 17

[http://ezinearticles.com/expert/Muzaffaruddin\\_Alvi/2424450](http://ezinearticles.com/expert/Muzaffaruddin_Alvi/2424450)

<https://muzaffaruddin.files.wordpress.com/2017/08/doc.jpg>