

Farman Ullah

(ACCOUNTANT)

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Education

- MS(Project Management, **March, 2019**) COMSATS, University Islamabad (CUI), Pakistan
- MA(Economics, **December, 2015**), University of Malakand (UOM), Pakistan

Job Experience

- Accountant (10-Dec-2020 till present), **Registrar Office, Academic-Section**, University of Malakand
- Accountant (28-Aug-2018 to 10-Dec-2020), **Finance (Audit-Section)**, University of Malakand
- Accountant (01-Jan-2018 to 28-Aug-2018), **Finance (Student-Section)**, University of Malakand
- Accountant (26-Dec-2017 to 01-Jan-2018), **Finance (Project-Section)**, University of Malakand.
- Accounts Assistant (11-Nov-2008 to 26-Dec-2017), **Finance (Project-Section)**, University of Malakand.
- Accounts Assistant (1-Mar-2008 to 10-Nov-2008), **Registrar Office, Establishment Section**, University of Malakand.
- Accounts Assistant (1-Feb-2008 to 29-Feb-2008), **Finance Section**, University of Malakand.

Job-Summary

- Worked on more than 16 mega developmental projects and several others research projects.
- Reporting progress to donor agencies on monthly/quarter & annual basis & submission of PC-IV etc.
- Communication with international students/universities selected under Foreign Faculty Developmental (FDP/HEC), to settle queries (stipend/tuition fee & extension cases).
- Worked in revision of Mega- Developmental Project titled "Development of Malakand University" & got commutation certificate.
- Expert in processing contractor/sub-contractor bills for payments.
- Worked in student Finance Section to deal financial affairs of internal students.
- Got experience of various scholarship schemes i.e. HEC Need Based Scholarship, Ehsas-Scholarships etc.
- Worked in Audit Section, to ensure affairs of the university are running as per financial rules of the University.
- Help assist in arrangement of various executive level/statutory bodies meetings of the university as meetings of Senate, Syndicate, Academic Council & Deans Academic Committee & other general meetings.
- Help assist in preparation of minutes and implementation of decisions.

Language Skills

- English (Good in writing, Reading & Speaking)

- Pashto (Native Language)
- Urdu (Expert in writing, Speaking & Reading)

Certification

- Participation Certificate National Research Conference (April, 2019)
- HEC funded thematic research grant project “certificate of participation” International Conference (November, 2017)
- Capacity Building of Staff of HEIs/HEC (April, 2015)
- Indigenous on Campus Training Workshop of Staff on Office Management, IT & Communications Skills (March, 2015)
- Commendations Certificate (August, 2012)