

# AHSAN DANISH

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**OBJECTIVE** To work in an organization where I can use my experience & skills in administration of facilities for the benefit of the organization whilst improving my knowledge & experience.

**PROFESSIONAL EXPERIENCE**

<b>ADMIN OFFICER</b>	<b>OCTOBER-18 - TODATE</b>	<b>ZAHIDJEE TEXTILE MILLS</b>
<b>( ZTML Head Office )</b>		<b>LAHORE, PAKISTAN.</b>

Working as Admin officer.

<b>MANAGER CENTRAL</b>	<b>MARCH-15 -T0 SEP-18</b>	<b>Q-CONNETC LUXURY BUS</b>
<b>(QAHF LOGISTIC)</b>		<b>LAHORE, PAKISTAN.</b>

Working as construction & Operations.

<b>REC. OFFICER</b>	<b>JUNE- 04 – FEB-15</b>	<b>INVEST CAPITAL INVESTMENT BANK</b>
<b>(ICIBL)</b>		<b>LAHORE, PAKISTAN.</b>

Worked as Recovery Officer in Recovery Department

<b>DESK OFFICER</b>	<b>FEB-04 – JUNE-04</b>	<b>PAK TELECOM MOBILE LIMITED</b>
<b>(UFONE)</b>		<b>LAHORE, PAKISTAN.</b>

Worked as a Customer Care Representative at Ufone Franchise.

<b>ADMIN OFFICER</b>	<b>FEB-01 – JAN-04</b>	<b>MUHARIB SECURITY MANAGMENT</b>
<b>(M.S.M)</b>		<b>LAHORE, PAKISTAN.</b>

Worked as an Administration Officer in Muharib Security Management (Pvt) Ltd

<b>ACCOUNT OFFICER</b>	<b>APR-94 – DEC-00</b>	<b>LAHORE STOCK EXCHANGE LTD.</b>
<b>(L.S.E)</b>		<b>LAHORE, PAKISTAN.</b>

Worked as an Officer under CDC software with Lahore Stock Exchange

**RESPONSIBILITIES** AS A ADMIN OFFICER, (ZTML) Responsibilities all administrator work.

- Checking & printing attendance of office staff and review from HR department on daily basis.
- Checking Reading of Solar, Lesco, Sui Gas and Note in Sheet on daily basis.  
Managing all work of admin staff.
- Arrange Lunch in mess for Staff punctually & checking mess Cleanness on daily basis.
- Looking after all petty expenses incurred in office.
- Ensure office Repair & Maintenance properly.
- Verify and Pay Mobile, Electricity, PTCL, Sui Gas and Courier Bills before Due Date.
- Visit different offices (ie. Lesco, Sui Gas & others Govt. Offices) for official work.
- With the help of electrician check Generator Diesel on Daily Basis, Fill tank before empty and taking Care of Repair & Maintenance of Generator
- Lock office gate in supervision and ensure guard will not open lock out of office time without permission .Close office maximum by 06:15 PM & Submit approval of Late sitting staff to guard after signed from FM.

**AS A RECOVERY OFFICER, (I.C.I.B.L)**

- To call clients (Consumer, Corporate department) for outstanding rentals.
- Visit clients for collection of outstanding rentals in cash.
- Maintaining / updating the records of all Overdue.
- Deposit of Cheques & Cash regarding monthly rentals.

**AS A FRONT DESK OFFICER, (UFONE)**

- Customer dealing.
- Form filling.
- Number distribution.

**AS AN ADMIN OFFICER, (M.S.M)**

- Dealing of cash receipts, transaction regarding all the companies' clients.
- Record keeping, accounts, salaries & wages of the companies staff including security officers
- Problem handling regarding different matters ( Clients, Companies & securities issues)

**AS AN ACCOUNT OFFICER, (L.S.E)**

- Maintenance of client ledger, share ledger, cash receipts, payment records and petty cash.
- Physical accounting of share and distribution to required offices.
- Record keeping of client in database.
- Software problem handling.

**COMPUTER SKILLS** Ms Word. Ms Excel, Internet Surfing, Browsing, Social Media

**EXTRA** Play Cricket, Table Tennis, and Badminton

**ACTIVITIES** Active in Photography (Still Life) and a Semi-Professional in Movie making (Cameraman)

**FIELDS OF INTERESTS** Recovery & Administrator Department

<b>EDUCATION</b>	<b>1993 - 1994</b>	<b>GOVT.ARIF HIGH SCHOOL, LAHORE, PAKISTAN</b>
	MATRIC	(Science)

<b>PERSONAL</b>	Father Name	Ch.Nishan Ali
	N.I.C #	35202- 2313848 - 7
	D.O.B	25- 12- 1975
	Marital Status	Marred
	Nationality	Pakistani
	Religion	Islam

**REFERENCES** Will be furnished upon request