

## CURRICULUM VITEA.

**Mubashir Qadir.**

**S/O: Ghulam Qadir Najar.**

**D.O.B: 13/04/1984.**

**Address: Mazhama Magam J&K, Gulmarg Road Kashmir Pin: 193401.**

**E-mail: [mubashirqadir777@gmail.com](mailto:mubashirqadir777@gmail.com)**

**Passport No: H9028304./DL: JK0420180000709**

**Mobile No: +91-9906222702.**

### Career Objective:

I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. My present employer is very satisfied with my work rate, and I am confident that I can bring the same level of high performance to your company.

### Professional Qualification:

Examination passed	Board/ University	Division	Passing Year.
MBA –(Financial Management)	Baba Ghulam Shah Badshah University Rajouri j&k.	Ist Division	2010.

### Academic Qualification:

Examination passed	Board/ University	Division	Passing Year.
Graduation. (B.Sc)	Kashmir University.	2 <sup>nd</sup> Division	2006.
Bachelors of Education(B.Ed)	Kashmir University	1 <sup>st</sup> Division	2014

### Technical Qualification:

Examination passed	Board/ University	Grade/Division	Passing Year.
Computer Diploma.	DOEACC.	“C”	2007.

### Work Experience:

- **4 Years** of Experience as 10+2 Lecturer in Deptt. of Education Govt of J&K.
- **6 Years** of Experience as Lecturer cum Project Coordinator at IITM Hyderpora Srinagar.

### Achievements:

Achieved Young researcher Award 2020 in MSME.

Publications: Several research papers published in various international Journals.

Achieved Young Research Award 2020 from Institute of Scholars (InSc).

InSc Reviewer for the following journal of Institute of Scholars (InSc).

InSc Professional Membership of Institute of Scholars (InSc).

### **Duties and Responsibilities:**

- Contribute to the creation and implementation of the best practice logistics vision, strategy, policies, processes and procedures to aid and improve operational performance.
- Posts financial transactions including transfers, deposits, and journals, and determines posts closing entries at fiscal year end.
- Prepares financial records for annual auditing and reporting purposes.
- Reconciles bank statements and researches and resolves discrepancies.
- May act as a lead worker to other staff in the department.
- Establishing administrative procedures, coordinating employee training, and establishing and maintaining communication.

### **Summer Training:**

Successfully completed my summer training with Jammu and Kashmir Bank Ltd. with project title “Appraisal of Loans and Advances provided by J&K Bank”.

### **Skills knowing:**

MS Windows, MS IE, MS Office (Word, Excel, Access, Power Point, Outlook), Tally.

### **Dissertation:**

Successfully completed my research on “role of technology in improving efficiency Of banking sector”.

### **Area of interest:**

Financial planning, Financial accounting, Material management, Project management, International finance, Tax planning, Management information system.

### **Extra-curricular Activities:**

Participated in National Seminar Sponsored by AICTE on Indians Exports: “Growth prospects Under Changing World Trade Scenario”.

### **Hobbies:**

Internet surfing, Social work.

### **Languages known:**

English and Urdu. (R/W/S).

### **References:**

- 1) **Dr. Abdul Rashid Najar**  
**Deputy Director Health Services.**  
**M.No:9149881007**

*The above information is true to the best of my knowledge and belief.*

Place: Kashmir, J&K

Date: 22/06/2021

(Mubashir Qadir)