

MUHAMMAD ZUBAIR

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Lahore, Pakistan
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Father's Name: Amanat Ali
Marital Status: Married
Nationality: Pakistani
Religion: Islam
Date of Birth: 23rd August 1974

PROFESSIONAL EXPERIENCE

Sapphire Phones

Jan. 1992 to Feb. 2002

60-G, Hafiz Centre, Gulberg-III, Lahore

Work as Intercom and APABX (Mini Telephone Exchange) Installer and fault shooter of Intercom wiring.

Zafar Securities (Pvt.) Ltd.

Feb. 2002 to June 2011

Corporate Member, Lahore Stock Exchange (G) Ltd.
& National Commodity Exchange Ltd.

Settlement & CDC Manager

- Handling all in house and outgoing share transactions.
- Liaison with Clearing House, Central Depository Company and National Clearing Services (NCSS).
- Checking of Lahore Stock Service (LSS) reports with back office system on daily basis.
- eCDC comparison with back office system on daily basis
- Daily checking of eCDC activities with clearing reports.
- Checking Reconciliation of shares before Book Closure
- Checking of National Clearing (NCSS) reports with back office system on daily basis.
- Monitoring Client's margin & Securities
- Daily checking of Debit balances of Clients, Members & Institutions.
- Checking all Error accounts on daily basis.
- Operate Back office system, Back Connect system & Stockman system.

TRAINING PROGRAM

Management Training Program (MTP) 2004, & Element Training Program (ETP) 2006, (ETP) 2007 (ETP) 2009 & 2010 conducted by the Central Depository Company of Pakistan Limited.

MAAN BOLI RESEARCH CENTER

July 2011 to Nov. 2011

Block-12,G-floor, Mian Chamber,
3-Temple Road Lahore.

Senior research officer in the project of a dictionary "Punjabi Classic Lught" handling the department related to Hindi language.

Gourmet Foods

Dec. 2011 to Nov. 2020

Head office, Bhabatiyan Chowk,
New University of Lahore
Lahore.

AM Supply Chain (NG)

- To ensure the timely supply non gourmet.
 - To minimize delays by suppliers through effective/timely communication with all suppliers.
 - To control the seasonal items by allowing or discontinuing their supplies so that working capital of the company is not bound in non seasonal items/less saleable items.
 - To remove any hindrance in effective supply faced suppliers by timely pursuing the matter to the higher authorities.
 - Coordinate with companies / suppliers regarding supplies etc.
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Sulaikh Publications

Aug. 2000 to till date

2nd Floor, Madina Tower,
Muslim Town Moor,
Ferozpur Road,
Lahore

Senior Assistant

- Translation, Transliteration, Proofreading
 - Urdu (Pakistan / India)
 - Punjabi (Pakistan / India)
 - Hindi (India)
 - English (Pakistan)
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ARTICLES AND BOOKS

- Working for Punjabi website www.wichaar.com as columnist and wichaar desk,
- An article in Akhbar-e-Urdu, "اُردو کی ترویج و ترقی میں ریڈیو کا کردار" for **National Language Authority**.
- A book related to basic mathematical operations using Abacus (گنتارا) published by **Urdu Science Board Lahore**.

<https://www.arvindguptatoys.com/arvindgupta/urdu-abacus.pdf>

- Translated Hindi children stories books into Urdu for "www.arvindguptatoys.com".

My work of Hindi to Urdu translation of children books for Mr. Arvind Gupta "India". This is showing you on following links.

<https://www.arvindguptatoys.com/arvindgupta/string-games-urdu.pdf>

<https://www.arvindguptatoys.com/arvindgupta/ummeed-urdu.pdf>

<https://www.arvindguptatoys.com/arvindgupta/billion-ki-barat-urdu.pdf>

<https://www.arvindguptatoys.com/arvindgupta/basra-urdu.pdf>

<https://www.arvindguptatoys.com/arvindgupta/giving-tree-urdu.pdf>

<https://www.arvindguptatoys.com/arvindgupta/louis-braille-urdu.pdf>

<https://www.arvindguptatoys.com/arvindgupta/ferdinand-urdu.pdf>

<https://www.arvindguptatoys.com/arvindgupta/carrot-he-urdu.pdf>

<https://www.arvindguptatoys.com/arvindgupta/leafzoo-urdu.pdf>

<https://www.arvindguptatoys.com/arvindgupta/samajh-ki-taiyari-urdu.pdf>

<https://www.arvindguptatoys.com/arvindgupta/bang-school-urdu.pdf>

- Transcribed an autobiography of Balbir Singh Sikand (Canada) book named "Jangalia Kil جنگلیا کیل" for Punjabi Gurmukhi to Punjabi Shahmukhi

Blog: <https://khojkaar.blogspot.com/>

Voice Sample Link: <https://voice123.com/voice-actor/muhammadzubair1974/demos/muhammad-zubair-all-my-samples/103003#view?vref=undefined>

ProZ.com Profile Link: <http://www.proz.com/translator/2916451>

LANGUAGES

1) Mother Language:	Punjabi پنجابی (Pakistan/ India)	Advance Level
2) National Language:	Urdu اُردو (Pakistan/ India)	Advance Level
3) Hindi	हिंदी (India)	Advance Level
4) English	(Pakistan)	Intermediate Level

Other Known Languages:

- 5) Esperanto (Pakistan Esperanto Association – PakEsa – work in this organization as information secretary and also was a member of "Komisiono de UEA pri Azia Esperanto Movado" KAEM)
- 6) Chinese (Mandarin) 中文 (HSK Level 1 & 2 Year 2020)

EDUCATION

FA	Lahore	1992
Matriculation	Lahore	1990

Courses

Creative Writing	https://digiskills.pk	Batch-09 Feb 2021-May 2021
Freelancing	https://digiskills.pk	Batch-08 Oct 2020-Jan 2021

TECHNOLOGICAL COMPETENCIES

Application Software: Central Depository System, National Clearing & Settlement System
Back Office system (Back Connect & Stockman)

Operating Systems: Microsoft Windows

Packages: Microsoft office, Excel and Urdu Inpage, Adobe Photoshop, Illustrator
