

MUDDASSIR LATIF RAWN

Assistant Professor, Institute Of Business Administration,
University of the Punjab, New Campus, Lahore (Pakistan)

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Res: 11-Kareem Block, Allama Iqbal Town, Lahore.

OBJECTIVE:

To pursue a professional career in a competitive and progressive environment .I wish to utilize my skills in the field of Finance, Commerce and Administration.

QUALIFICATIONS:

➤ **Master of Commerce (M.Com)**

Hailey College of Commerce,
University of the Punjab, Lahore.
Scored 85.25% marks.
1983-1985

➤ **Master of Administrative Sciences (M.A.S)**

Institute of Administrative Sciences,
University of the Punjab, Lahore.
Scored 77.45% marks.
1993-1995

➤ **LL.B.**

Punjab University Law College,
Lahore.
Scored 48.57% marks.
1988-1990

➤ **Diploma in Cost and Management Accounting (D.C.M.A)**

Hailey College of Commerce,
Punjab University, Lahore.
Scored 58.33% marks.
1985

- **Diploma in Taxation Laws (D.T.L)**
Punjab University Law College,
Lahore
Scored 55.90% marks.
1994
- **Diploma in Labor Laws (D.L.L)**
Punjab University Law College,
Lahore.
- **Bachelor of Commerce (B.Com)**
Hailey College of Commerce,
Punjab University, Lahore.
Scored 59.85% marks.
1979-1981
- **FSc. (Pre-Engineering)**
Govt. College, Lahore
Scored 60.90% marks.
1977-1979
- **Matriculation**
Govt. Central Model High School,
Lower Mall, Lahore.
Scored 71.22% marks.
1976

DISTINCTIONS:

- Secured **Third** position in M.Com Examination in the Punjab University.
- Secured **Fifth** position in D.C.M.A Examination in the Punjab University.
- Was awarded **Distinction Certificate** for securing highest marks in "Industrial Accounting-I" in M.Com Examination of Punjab University.
- **Honored Best Teacher** in Hailey College of Banking and Finance, University of the Punjab, Lahore, Academic year **2005**

PROFESSIONAL EXPERIENCE:

| POSITION | TEACHING RESPONSIBILITES |
|---|--|
| Assistant Professor, (BS-19) Institute of Business Administration, University of the Punjab, Lahore. 29 th May 2009 – To date | International Finance, Auditing, Entrepreneurship and Labor Laws to Master classes. Small Business Management, Corporate Governance, Corporate Law and Mercantile Law to Undergraduate classes |
| Assistant Professor (Commerce), (BS-18) Govt. Islamia College of Commerce, Allama Iqbal Town, Lahore. 6 th November 1994 – 29 th May 2009 | Business Finance, Organizational Behavior and Taxation Management to Master classes. Auditing and Business Law to Undergraduate classes. |
| Assistant Professor (On Deputation), (BS-18) Hailey College of Banking and Finance, University of the Punjab, Lahore. 1 st January 2005 – 21 st April 2006 | Financial Accounting, Mercantile Law and Financial Statements Analysis to Master and Undergraduate classes. |
| Lecturer (Commerce), (BS-17) Govt. Islamia College of Commerce, Allama Iqbal Town, Lahore. 3 rd December 1987 – 5 th November 1994 | Introduction to Business, Financial Accounting and Business Taxation to Undergraduate classes. |
| Instructor (Commerce), (BS-17) Govt. Commercial Training Institute, Pattoki (Distt. Kasur) 13 th June 1987 – 2 nd December 1987 | Principles of Commerce and Principles of Banking to Undergraduate classes. |

| VISITING FACULTY | COURSES TAUGHT |
|--|--|
| <ul style="list-style-type: none"> • Hailey College of Commerce, University of the Punjab, Lahore • Hailey College of Banking and Finance, University of the Punjab, Lahore • Institute of Administrative Sciences, University of the Punjab, Lahore • Punjab Group of Colleges, Lahore • Hajvery University, Lahore • Professional Academy of Commerce (PAC) Gulberg, Lahore. • College of Advance Professional Studies (CAPS) New Garden town , Lahore. | <ul style="list-style-type: none"> • Business Finance • Financial Management • Investment and Securities Analysis • Business Taxation • Taxation Policies & Problems • Taxation Management • Introduction to Business • Money, Banking and Finance • Auditing • Corporate Law • Mercantile Law • Organizational Behavior |

OTHER EXPERIENCE:

| POSITION | RESPONSIBILITIES |
|---|---|
| In-charge Admissions, Institute of Business Administration, University of the Punjab, Lahore May 2009 – To date | To exercise overall supervision of admission process that includes determination of eligibility preference of the candidates, preparation of merit lists and verification of selected candidates. |
| In-charge Examinations, Institute of Business Administration, University of the Punjab, Lahore May 2009 – To date | Conduct of semester examination, To supervise tabulation of academic results, To finalize semester results, Calculating GPA, CGPA etc. |
| In-charge Evening Programs, Institute of Business Administration, University of the Punjab, Lahore September 2009 – To date | To supervise admission process that includes determination of eligibility of the candidates, preparation of merit lists, verification of selected candidates, selection of teachers, time-table adjustments and arrangement of make-up classes. |
| Member College Council, Govt. Islamia College of Commerce, Allama Iqbal Town, Lahore. May 2006 – May 2009 | To supervise smooth functioning of academic and administrative affairs of the college and to resolve student related issues. |
| Chairman Semester Committee, Govt. Islamia College of Commerce, Allama Iqbal Town, Lahore. September 2000 – May 2009 | To supervise admission to Master classes, student counseling, coordination between teachers and students, resolving administrative issues relating to post-graduate classes. |
| Controller Semester Examination, Govt. Islamia College of Commerce, Allama Iqbal Town, Lahore. September 1994 – September 2000 | Conduct of semester examination. To supervise tabulation of academic results, declaration of semester results, and issuance of result cards. |

SEMINAR/CONFERENCE/WORKSHOP ATTENDED:

- Workshop on “Literature Review & Managing References using End Note Software” jointly organized by Institute of Business Administration and Department of Library & Information Sciences, University of the Punjab, Lahore.
31st March-1st April 2011
- Workshop on “Research Methodology” organized by Professional Development Centre, National University of Sciences & Technology (NUST), Islamabad.
27-28 January 2011
- Workshop on “Academic Writing for Researchers” organized by Institute of Business Administration, University of the Punjab, Lahore.
10th-11th July 2009
- “HRDC Faculty Orientation Program” at Human Resources Development Centre, Institute of Administrative Sciences, University of the Punjab, Lahore,
22nd-26th June 2009.
- “Case Teaching Workshop” organized by Institute of Business Administration, University of the Punjab, Lahore,
11th April-7th May 2005
- Seminar on WTO (world trade Organization) and Pakistan Economy organized by Department of Economics, University of the Punjab, Lahore.
4th April 2004.
- “8th South Asian Management Forum (SAMF)” at Lahore University of Management Sciences (LUMS), Lahore. 28th
November 2004-1st December 2004
- “In-service Training Course in Commerce” organized by Regional Center Lahore, Higher Education Commission (HEC), Pakistan 2nd -
7th August 2004

- "IT course on Fundamentals of Electronic Office" organized by Pakistan Computer Bureau, Islamabad, 5th November- 1st December 2001

MISCELLANEOUS:

- **Computer Skills:** Microsoft Windows, MS- Word, MS- Excel
- **Language Skills:** English, Urdu and Punjabi

PERSONAL:

Father's Name: Chaudhry Muhammad Latif Rawn (Late)

Date Of Birth: 29th September 1961

Marital Status: Married

Nationality: Pakistani

Domicile: Lahore (Punjab)

REFERENCES:

1. Prof. Dr. Muhammad Ehsan Malik
Director,
Institute of Business Administration,
University of the Punjab, Lahore.
Phone: 042-99231257-8
E-mail: drmalikehsan@hotmail.com
director@iba.pu.edu.pk
2. Prof. Dr. Liaqat Ali
Principal,
Hailey College of Commerce,
University of the Punjab, Lahore.
Phone: 042-99231273-4
E-mail: principal@hcc.pu.edu.pk