

Curriculum vitae
Of
M. ZAIGHAM KHAN

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EDUCATION

PhD. in Economics (Candidate), Eastern Mediterranean University, Famagusta, North Cyprus. Subject of interest; **Public Projects Appraisal, Discount Rates and Public Private Partnerships, Risk analysis.**

Master of Philosophy (M.Phil.)in Economics, Eastern Mediterranean University, Famagusta, North Cyprus 2007. Subject of interest; **Public Projects Appraisal, Discount Rates and Public Private Partnerships, Risk analysis.**

Master of Business Administration (M.B.A.), Eastern Mediterranean University, Famagusta, North Cyprus 1997. Competency areas: **Management, Finance, Leadership**, Organizational Behavior, **Ethics, Accounting**, and Economics.

Bachelor of Business Administration (B.B.A.), Eastern Mediterranean University, Famagusta, North Cyprus 1995. Ranking 1st among graduates of 1995. Major: **Finance**, with a minor in **Accounting**.

CHRONOLOGY OF PROFESSIONAL EXPERIENCES

2009-now

Finance Manager, INTER-GAZ LTD., Nicosia, North Cyprus. Duties include managing functions of the finance department; supervise preparation of legal documents, payrolls, bank reconciliations, and generating daily, weekly, monthly, and yearly reports.

2005-2009

General Manager, RAHIM Offshore Bank LTD., Nicosia, North Cyprus. Duties include day to day running of the bank, preparation of financial reports, supervising financial functions of the bank, generating weekly and monthly reports, employee appraisals etc.

2002-now

Instructor, Business Department, and School of Tourism and Hospitality Management, Eastern Mediterranean University, Famagusta, North Cyprus. Instructor for **Introduction to Computers I and II, Principles of Accounting I and II, Financial Management, Cost Accounting, International Accounting, Intermediate Accounting** etc. Responsibilities also included Student Advising, Counseling, and other activities.

2000-2002

Associate Manager, Customer Services Department, Pakistan Mobile Communications (Pvt) Ltd., Lahore. Pakistan. Duties include coordination of customer service centers nation wide, preparation of departmental reports, handling of day to day issues.

1997-2000

Instructor, Business Department, and School of Tourism and Hospitality Management, Eastern Mediterranean University, Famagusta, North Cyprus. Instructor for **Introduction to Computers I and II, Principles of Accounting I and II, Financial Management, Cost Accounting, International Accounting, Intermediate Accounting** etc. Responsibilities also included Student Advising, Counseling, and other activities.

1995-97

Teaching Assistant, Business Department, Eastern Mediterranean University, Famagusta, North Cyprus. Responsible for teaching tutorials to undergraduate students in computer applications and accounting, assisted instructors as required, advised students, coordinated teaching assistants of the department, and accomplished other tasks as assigned by the dean or department chair.

1995

Executive, Asia FX. Pakistan. A foreign exchange brokerage firm, Responsible for business presentations to the customers. Actively traded in the foreign exchange market, was responsible for US\$ 30,000.

ADDITIONAL SKILLS AND COMPETENCIES

Working Knowledge of several word processing and desktop publishing packages as well as operating systems to include Windows 7, Windows Vista, Windows XP, MS Office, MS PowerPoint, MS FrontPage, ABC Flow Chart and Visio, Corel Draw, MS Publisher, and Eviews and SPSS, Setup of all Windows operating systems and hardware trouble shooting.

HONORS AND SCHOLARSHIPS

Deans list through out the Undergraduate and Graduate level.

Eastern Mediterranean University, Undergraduate tuition fees scholarships.

Eastern Mediterranean University, Graduate tuition fee scholarship and Assistant Ship.

PERSONAL

Citizen of T.R.N.C. Date of birth 8 April 1971, Lahore, Pakistan. Married.

Keen reader. Enjoy driving and motorcycling. Enjoy traveling and meeting new people. Have travelled to Turkey, Cyprus, Malaysia, Thailand, and Singapore. Travelled most of Pakistan.

Good communication skills. Read, write, and speak English, Turkish, Urdu, and Punjabi.

Analytical skill to solve problems. Good team spirit. Appreciate a challenge.