**HAMZA**

[**HAMZA.284551@2freemail.com**](mailto:HAMZA.284551@2freemail.com)

**CAREER OBJECTIVE:** To use the best of my analytical and devotion skills in a challenging work environment of reputable organization for the fulfilment of corporate goals and opportunity to increase individual responsibilities with a career path of advancement.

**WORK HISTORY AND EXPERIENCE PROFILE:**

February 2012

To March 2016 **Assistant Finance Manager**

**Condor Tourism Services (LIBYA)**

Air Travelling and Tourism Services Provider Company

**DUTIES AND RESPONSIBILITIES:**

* To prepare bank reconciliation statement;
* Oversee the flow of cash and financial instruments;
* Prepares invoices of accounts payable and receivable;
* Prepare operational and risk reports for management analysis;
* Establish and maintain relationships with individual and customers, and provide assistance with problems these customers may encounter;
* Monitor purchase orders;
* Review collection reports to determine the status of collections and the amount of outstanding balances;
* Compiles and record data for compute files;
* Prepare payroll;

SKILLS: Amadeus + BSP (Tickets & Hotels)

May 2012

To March 2016 **Travel Coordinator (Part Time)**

**OYA PETRO OILFIELD SERVICES**

Hay Al Andalus Road, Tripoli State of Libya

**GENERAL RESPOSIBILITES:**

* Ensure to confirm availability plus convey itinerary to respective traveler for approval;
* Confirm reservations, distributes tickets along with confirmation to traveler;
* Research on optimal travel alternatives;
* Coordinate, supervise and implement every aspects of travel arrangements for staff, executives and production team;
* Maintain and update profiles for corporate as well as customer travel;
* Maintain queues assure approvals as attained as well as deadlines are met;
* Resolve organization travel related technical conflicts;
* Research and resolve all incorrect charges with respected to entire travel program;
* Review travel associated invoices as well as statements for accuracy plus codes for Accounts Payable;
* Ensure to compare invoices with genuine travel transactions to validate every charge;
* Verify entire group reservation request for correctness against meeting profile;
* Identify most suitable as well as best quality services with reasonable possible rates;
* Collect information from travel agent and hotels vendors etc.;
* Perform with travel agency to verify travel details and arrange reservations using existing flight schedule as well as internet resources;

December 2009

To February 2011 **ASSISTANT FINANCE MANAGER**

**OBOOR AL REMAL (LIBYA)**

Oilfield services & Heavy Transportation Company

**DUTIES AND RESPONSIBILITIES:**

* Taking care of all correspondence with customers;
* Responsible to get resolved day to day issues with customers;
* Heading the account department;
* To arrange meetings between CEO and customers.
* To prepare bank reconciliation statement;
* Prepare invoices for Accounts Payable & Receivable;
* Prepares payroll;

December 2008

To February 2009 **ADMIN MANAGER (PAKISTAN)**

**ORBIT INSTITUTE OF COMPUTER SCIENCES**

One of the best institute of the city, Established since September 1994

**DUTIES AND RESPONSIBILITIES:**

* **Library**: Taking care of all record booking;
* **Admission**: Responsible to manage all admission issues of new students as well as current students;
* **Correspondence between education boards**: This institute is being working under super version of board of education in Pakistan;
* **Over All Communication**: I was liable to answer all type of e-mail regarding all type of inquiries from all over the country and responsible to respond complete communication;
* **Admin activities**: Responsible for all admin activities i.e.
  + To arrange appointment for directors of organization;
  + Purchase department was also working under my supervision;
  + Taking care of all sort of reports and presentation for directors;
  + Perform as head of special team to improve overall performance of organization**;**

**QUALIFICATIONS:**

**Diploma in Computer Hardware & Software**

MS DOS/EDP, Microsoft Office Word, Excel, PowerPoint, Access, V Basic, Turbo C++, HTML (Web Development), PC Trouble shooting, System Software & Design Methods, Networking.

Grade “A” Oct-2013 To Dec-2014 Mr.PC College of Computer Sciences

**Diploma in Windows Application**

MS DOS/EDP, Microsoft Office Word, Excel, PowerPoint, Access

Grade “A” Oct-2013 To Mar-2014 Mr.PC College of Computer Sciences

**Certificate in Graphics Designing**

INPAGE (Urdu & Arabic composing), Corel Draw, Adobe Photoshop, Macromedia Flash

Grade “A” Jan-2015 To Feb-2016 Orbit Institute of Computer Sciences

**O.C.P**

Oracle SQL database 9i, Oracle PL/SQL, Oracle Forms Builder, Oracle Reports Builder, Project Development.

Grade “A” Mar-2009 To Sep-2009 Orbit Institute of Computer Sciences

ACCA (Association of Chartered Certified Accountants)

Student of ACCA (Online)

**EDUCATIONAL BACKGROUND**

**2008 – BACHELOR OF ACCOUNTING AND FINANCE** – Hamdard University

**Intermediate** – 2006 Board of Intermediate and Secondary Education Faisalabad, Pakistan

**Metric** – 2003 Federal Board of Intermediate and Secondary Education, Islamabad, Pakistan

**LANGUAGE** – English, Arabic, Urdu, Punjabi, Hindi

**HOBBIES** – Research, Reading books, Hearing Music & Sports.

**PERSONAL DETAILS**

Date of Birth: 07th Jul 1986

Nationality: Pakistani

Marital Status: Single

Religion: Islam

Health Status: Excellent