**Accounts & Finance**

**Hamza**

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*A Results-Driven Accountancy & Finance Professional*

**Objective:**

To work in a dynamic organization which provides me experience, enhances my skills & Knowledge along with growth in the professional field. My vision is to achieve the best level of Finance and Accounts Management.

**PROFESSIONAL EXPERIENCE**

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**Synergy Computers Pvt Limited (SCL).**

(A Leading IT Company in Pakistan.)

**Working as *“Assistant Financial Analyst”,***

March 2016 – Present

**Responsibilities:**

Ensuring that cash flows are adequate to allow business units to operate effectively;

Forecasting cash payments and anticipating challenges arising from limited cash flow;

Prepare, compile and Bookkeeping the documents for Entry into the ERP (Sun Systems),

Maintaining the Integrity & Preparing and presenting financial reports for meetings;

Arranging financial audits and reviews as required;

Maintaining the data integrity and security policies;

Payment of invoices and fees as required or otherwise instructed;

Managing the payroll and other day to day operations as Multitasking;

Implementing the policies which fully depends on the accounting principles.

**Iman Group of Companies.**

Leading Manufacturer of Commercial Generator in Pakistan

(Holding Company of Golden Classic LLC.)

**Worked as *“Finance Officer”,***

September 2013 – February 2016

**Responsibilities:**

Using the Details orientation skills responsible to maintain data in ERP(Oracle),

Maintain proper record of tax deducted by clients and from vendors.

Responsible to maintain all Ledgers (AP/AR, etc).

Bookkeeping of completed documents in designated locations,

Handling the Admin matters like Petty Cash, Repair & Maintenance of Building & Vehicles,

Over all Security Management, Receive & Dispatching Containers Etc,

To prepare payroll and disbursement of salaries,

Preparing P&L Statement & Aging Report.

Prepare Bank Reconciliation, Bank Book & Cash Book.

Dealing with Bank for deposit of cheques.

Costing of Products.

**PROFESSIONAL QUALIFICATIONS/ACADEMICS 1**

**CMA (Part Qualified)**

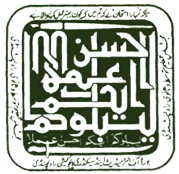
**Institute of Cost & Management Accountants of Pakistan – Islamabad, Pakistan.**

**Major:** IAS’s, IFRS’s & ISA’s, Cost Accounting, Management Accounting, Financial Major Courses Management, Enterprise Management, Information System Auditing.

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**Bachelors**

**University of Punjab. Lahore, Pakistan.**

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**HSSC Intermediate**

**Punjab College of Information & Technology (PCIT)**

**BISE Rawalpindi**

**Core Strengths & Enabling Skills** \_

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| --- | --- | --- |
| **Infor Sun Systems V.6.2** | **Management Reporting** | **Pressure Handling** |
| **Pinnacle (Oracle)** | **Financial Reporting** | **Team Working** |
| **Peachtree Financials** | **Planning & Budgeting** | **Detail Oriented** |
| **Quick Books Financials** | **Financial Accounting** | **Problem Solving** |
| **Tally v.9** | **Accounts Reconciliation** | **Team Player** |
| **MS Office** | **Bookkeeping** | **Organized Working** |

**Certifications & Trainings** \_

**Income Tax & Sales Tax:** E-Filing Seminar at ICMAP Islamabad, Pakistan

**Sun Systems:** Functional Consultant Certified New York, USA.

**Sun Systems:** Technical Consultant Certified New York, USA.

**Sun Systems:** Functional Support Certified New York, USA.

**Sun Systems:** Reporting Certified New York, USA.

**Sun Systems**: Sales Certified New York, USA.

**Languages** \_

English

Urdu  **Reference** \_

**Reference will be furnished on Demand.**