**HAMID**

**C/o-Mobile No :**+971504973598

**Visa Status:** visit visa

**E-mail:** [hamid.344975@2freemail.com](mailto:hamid.344975@2freemail.com)

**PERSONAL PROFILE**

Seeking a place in Marketing, Accounting and Finance where I can demonstrate my creative, quantitative and qualitative abilities to perform the assigned tasks in the best possible and professional manner to the best satisfaction of my superiors.

**PERSONAL DATA**

Date of Birth 01 March 1989

Nationality Pakistani

Domicile Lahore (Punjab)

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**KEY SKILLS**

* Ability to communicate with people effectively
* Ability to work hard in tough situations
* Consistent in achieving targets
* Positive approach towards problems solving
* Customer Services Representative
* Calm and determined under pressure
* Able to work people with different ethnic
* Good Communication and Interpersonal Skill

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**ACCOUNTINGSOFTWARE PROFICIENCY**

* Computerized Accounting & Finance
* Quick Books
* Peach Tree
* MYOB Accounting plus
* Introduction to **ERP**
* Tally ERP 9
* Microsoft Advance Excel

**EDUCATION**

**Bachelor of Commerce(**Accounting and Banking and Commerce**)**

University of Punjab, Lahore.

F.SC (Pre- Engineering) Lahore board

Matriculation (Science) Lahore board

**CERTIFICATES / DIPLOMAS:**

* Computerized accounting and finance ( IBM UET Lahore)(Accountech Lahore)
* Certified safety officer (IBM UET Lahore)
* Microsoft office (IBM UET Lahore)
* Windows All

**WORK EXPERIENCE:**

**2012-2014**

**Surgicon (PVT)LTD)**

**2014** -**2016**

**Hundal Group Manufacturer Importer and Exporter**

**Financial Accountant:**

* Ability to prepare bank statement.
* Ability to prepare bank reconciliation statement.
* Prepare management accounts on monthly basis.
* Prepare financial statements and supporting schedules according to monthly close schedule
* Facilitate and complete monthly close procedures.
* Analyse financial statements on a monthly basis and reporting on variances.
* Assist with documentation and monitoring of internal controls.
* Prepare of ledger, journals and posting of data entries.
* Preparing of balance sheet.

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**LANGUAGE CAPABILITY**

Urdu : Mother tongue

English : Spoken – fluent; written – fluent; reading – fluent

Punjabi : Spoken – fluent; written – good; reading – fluent

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