

hassan

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**Objective**

* To pursue a professional career in ***Accounting & Bank Organization***. By that, my aim is to step in the corporate world with immense perseverance and diligence to excel in the financial & business world.



**Academic Education & Professional Certification**

* ***Bachelors in Commerce (B.Com)***

**University of Karachi, Pakistan.** **2nd – Division (2015)**

Accounting, Financial Management, Business communication, Business Law, Economics and Statistics.

* ***Intermediate In Pre-Engineering***

**Adamjee Govt. Science College** **B - Division (2012)**

Mathematic, Physics , Chemistry , English , Practical Theory

* ***Matriculation In Science***

**Hayat ul Islam Public School** **A - Division (2010)**

Mathematics, Computer Studies, Chemistry, Practical theory



**Computer Skills and Other Abilities**

* Excellent command on **Microsoft Office (WORD, EXCEL, POWER POINT)** .
* Experience on the thoroughly usage of **S&D ( Sales & distribution) and POS ( Point of Sales)**

**Work Experience**

 15th November’15 -20th December’16 ***Assistant Accountant***

**Value Center – Karachi, Pakistan**

* Data entry with accuracy and speed.
* Preparation of Cash and bank reconciliation.
* Managing collection and payments.
* Prepared schedules for payment indicated the following Date of goods and services purchased, name of the suppliers, terms and the due date.
* Monthly Bank Reconciliation.
* Handles all cheque and cash deposit to the bank.
* Handles inventory posting, costing and stock report for all Parts.
* Compute, processing and control payroll monthlies and dailies and other benefits.



 08th August’14 – 12th November’15

***Sales Representative & Sales Coordinator***

**Hilal Foods Pvt. Ltd. –Karachi, Pakistan**

* Generated sales via cold calls and sales leads.
* Maintained customer relationships through follow-ups that reassessed their needs.
* Scheduled information sessions with potential customers.
* Demonstrated excellent communication skills by working with people daily of diverse backgrounds.
* Developed skills in prioritizing, organization, decision making, time management, and verbal/written communication skills.
* Skilled in areas of order processing, inventory control, and cashier management.
* Managed cashiering activities in areas of purchasing, returns, and exchanges, and enforced store policies
* Coordinate with Sales Team, clients & Management.
* Attend to customers & perform sales coordination activities.
* Preparing detailed quotations according to customer enquiries.
* Prepare and process the sales order.
* Maintain current and accurate customer files and information.
* Sales Reports, Stock checking, Sales Pain follow-up and updating the Stock sheet with price report.
* Supports Business Unit Managers in formulating the budget for various business segments.
* Responding to inquires via phone or Email.
* 08th August’14 – 12th November’15

***Telesales Representative***

**“IF LOGICS” –Karachi, Pakistan**

* + Promoted the sale of “Roger Bell Services “by advising potential customers of special offers and incentives.
  + Created sales campaigns to increase profit share.
  + Customer service to all existing customer and clients.
  + Explained company procedures and contract clauses.
  + Trained new employees on phone etiquette, company policies, sales and closing tactics.
  + Present and explain recommended products, benefits, features, and alternatives.
  + Explain features, advantages and disadvantages of various policies to promote sale of product.



**Skills**

* Have initiative and can work independently or as part of a team.
* Get on well with people at all levels, easily making good working relationships.
* Adaptable and quick to learn new skills.
* Excellent command on English.



**Reference**

* Personal and Professional references will be furnished upon request, gladly.