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| **Muhammad**  [**Muhammad.279154@2freemail.com**](mailto:Muhammad.279154@2freemail.com)  ***General Accountant & HR***  ***Focus Field: Accounts, HR & Finance*** | D:\1-   2014 TO 2016\4-  Muhammad Hassan [Personal]\Muhammad Hassan\Muhammad Hassan DATA\hassan.JPG |

**Profile Synopsis **

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Versatile, Dynamic and Goal-oriented Accounting - HR & Finance Professional equipped with 5+ years of outstanding performance and proven expertise in domains of Accounting, Finance and HR experience gained from few best companies (PAK & DUBAI). Consistently demonstrated strong Accounting orientation, flair in understanding current/potential company needs, and knack in managing clientele’s journey with high service standards hence immensely contributed to business growth. Highly motivated and successful team leader, who has achieved job goals and delivered highest standards with ability to monitor company and market trends to make effective plans to maximize profits, adapts easily to changes with excellent know how of networking with key decision makers. Eager to deliver key significant contributions to business growth by developing strategic plans; applying fact-based and process-oriented approach to achieve aggressive goals; exploring new business opportunities, managing exceptional client relations whilst delivering high service standards and developing contacts with industry key players. Seek a challenging work profile to utilize gained knowledge, experience, skills that will have a valuable impact.

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| **Strengths** | | |
| * Worked 5+ years with Contracting Companies * Proficient Microsoft Word and Excel * Demonstrate effective oral and written   communication skills   * Trustworthy, patient and reliable * Able to multi-task in a fast paced environment with   a willingness to learn new concepts | * Worked 1 year with insurance company * Self-motivated and willing to contribute   to company' s goals   * Demonstrate effective oral and written   communication skills   * Exemplary Presentation & Negotiation Skills * Goal Driven – Dynamic – Vibrant Personality | |
| **Educational Background** | |

**Bachelor’s in Commerce. 2010**

**Intermediate in Commence. 2008**

**Matriculation** -**BISE Multan 2005**

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| **Career Snapshot** |

**General Accountant - HR – Sun Engineering & Cont. Co. LLC, DUBAI SEP 2013 – Till Date**

**Accountant –HR – Sun Engineering & Cont. Co. LLC, DUBAI Oct 2011 – Aug 2013**

**Accountant – United Insurance Company LTD Jan 2011 – Sep 2011**

**Assistant Accountant – Supercon Engineers Govt. Contractors LTD Jan 2009 – Dec 2010**

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| **Achievements** |

* Gained 5+ years’ experience with one of the leading International Contracting Companies in domains of Accountant.
* Consistently promoted in job responsibilities due to excellent efforts and outstanding performance demonstrated in various work profiles from Ass. Accountant and Accountant.
* Successfully achieved assigned worked consistent with company standards.
* Demonstrated integrity and strong work ethic in maintaining confidentiality in official records as well as flexibility in working well in cross-functional teams.
* Successfully achieved best performance parameters as well as organizational goals and objectives.
* Established and maintained excellent relations with clients, suppliers, colleagues, staff and management.

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| **Accounting Software Knowledge** |

* Build Smart
* Sun Soft
* QuickBooks
* MIS (UIG)
* Tally ERP 9.

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| **Proven Job Role** |

**GENERAL ACCOUNTANT & HR – Sun Engineering & Cont. Co. LLC, DUBAI (SEP-2013 to Present)**

**\*GENERAL ACCOUNTANT\***

* Managing day to day financial transactions of the company.
* Managing Weekly Base all projects Cash Flow. [10+ Projects]
* Handling L.C [Letter of Credit].
* Monthly preparation of reconciliation statements {bank reconciliation, debtors and creditors)
* Reconciles financial discrepancies by collecting and analyzing account information.
* Maintains subcontractors advance payment guarantees and follow up the parties for renew of guarantees.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Preparing management reports concerning of projects in hand, projects wise Percentage of work done, variations, payment certificates submissions & Approvals details, recovery of advance payments, retentions, age analysis and related receiving payments details, outstanding payments, and other reports
* Summarize current financial status by collecting information.
* Guide accounting clerical staff by coordinating activities.
* Managed weekly, monthly Site Stores Inventory Track and Reconciling.

**\*HR ASSISTANT\***

* Monthly Staff Cost Calculations (provision for leave salary, gratuity & air passage).
* Preparing Payroll and Management Reports.
* Assisted staff with routine HR related questions, served as the first point of contact for employees – Assisted company staff in solving HR issues.
* Building productive & collaborative relationships with employees.
* Advising employees and helping them make informed decisions about their careers.
* Conducting pre-employment background checks on prospective employees.
* Examining employee records to answer inquiries and provide information to authorized persons.
* Responding to applicants regarding job openings.
* Reviewing, auditing, and verifying monthly benefit invoices.

**ACCOUNTANT & HR – Sun Engineering & Cont. Co. LLC, DUBAI (OCT-2011 to AUG-2013)**

**\*ACCOUNTANT\***

* Prepares payments by verifying documentation, and requesting disbursements.
* Prepare CHQ’s, Payment Vouchers, Receipt, Invoices and Monthly Payrolls.
* Control petty cash; prepare r ender accounts of individuals & departments.
* Maintain book of accounts in a computerized environment.
* Prepare correspondence as needed within the departments.
* Develop, maintain, modify and document record keeping, making use of current computer technology.
* Handling Company all sites (projects) bills (Tel. Elect. Wat & Sew)

**\*HR ASSISTANT\***

* Monthly Staff Cost Calculations (provision for leave salary, gratuity & air passage).
* Following all workers site accident reports, informing to insurance company and checking sick leaves, medical bills, disability of medical reports & forwarding for Claim. (3500’ Labour)
* Welcome new employees to the company.
* Provide new hires with information on company policies and procedures.
* Develop and assist in implementing orientation programs for new hires.
* Maintain employee information in databases and ensure appropriate modifications.
* Provide administrative support by maintain employee records and performing data entry duties.
* •Handled discrete information related to employee relations, changes in the organization, performances, appraisals, confidential information issues, and other sensitive HR-related matters.

**ACCOUNTANT – United Insurance Company LTD (JAN-2011 to SEP-2011)**

* Receiving, opening and logging invoices.
* Using our MIS System make daily mobilization report of vehicles.
* Preparing online Cover Notes of Fire, Motor, Marine and Miscellaneous.
* Sort and match invoices and check requests.
* Prepare payment vouchers and monitor invoices submitted by the Clint.
* Monitor accounts to ensure payments are up to date.
* Prepare batches of invoices for data entry.
* Resolve invoice discrepancies and produce monthly reports.
* Act as a petty cash custodian and prepare petty cash for replenishment.
* Monitoring all record of Motor accidental reports.
* Online Data entering of customer details.
* Maintain Bank and Account Ledgers.
* Other duties as assigned.

**ASS. ACCOUNTANT – Supercon Engineers Govt. Contractors (JAN-2009 to DEC-2010)**

* Maintaining the record of Suppliers payment.
* Preparing the details of accounts for annual audit and record purpose.
* Preparing salaries and Overtime sheets.
* Monitor accounts to ensure payments are up to date.
* Receiving, opening and logging invoices.
* Prepare batches of invoices for data entry.
* Verifying Invoices, with supporting documents, Invoice entry for payment.

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| **IT Proficiency** |

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* Proficient in latest MS Office application (Word, Excel, PowerPoint).
* Proficient in Email Applications.
* Proficient in all Internet applications.