**Hassan**

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**Career Objective**

To join a career objective organization this would provide me ample opportunities of rapid growth and a challenging job in Finance and accountancy, enhancing my skills that would help me to achieve my desire goals.

**Experience**

***Accounts Executive*** *(Jan 2017**–**Aug2019)*

* Generating and presenting management reports using Oracle based ERP systems.
* Preparation of monthly Ledgers and Updating of the Trail Balance.
* Preparing ledger accounts and drafting bank reconciliation statements.
* Preparation and Submission of tax ledgers to Sindh Revenue Board and Federal Revenue Board.
* Submission of Sales tax and WHT tax to the provisional and federal government.
* Liaison up with external auditors to resolve audit objections and observations.
* Prepares monthly statements by collecting data; analyzing and investigating variances; summarizing data, information, and trends.
* Prepares state quarterly and annual statements by assembling data.
* Complies with state and federal tax filing requirements by studying regulations; adhering to requirements; advising management on required actions; calculating quarterly estimated tax payments; assembling data for quarterly and annual tax filings.
* Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
* Prepares vouchers and maintain the petty cash for the daily expenses.
* To resolve all the discrepancies related to the documents and the Laycan award letter by the liaison of the Local client and International Client (Guvnor, LITASCO etc).
* To monitor the vessel at arrival till departure and off load the shipment as soon as possible to avoid demurrages.
* To prepare all the documents while participating in Public companies tender.
* Preparation of Financial Statements related to company.
* Compiling of interest income and expenses related to TDR on daily basis.

***Export Officer*** *(Sep 2015- Dec 2016)*

* Responsible to do processing for all the exports lodgements and payments into their customer respective accounts
* Responsible for all the transactions tax should be submitted in SBP and NBP.
* Ensure all bank charges are recovered as per bank schedule of charges or special rates as agreed with the customers.
* Overall processing related to all trade exports transaction lodgements.
* Reporting to the Central bank of Pakistan about the exports payments monthly basis.
* Liaison with the Relationship managers to resolve the discrepancies regarding exports.
* Responsible for the advance payment transactions for the respective clients.
* Reporting of Form E in A2-O2 for the export transactions.
* Daily reconciliation of withholding tax and export development surcharge of the respective transactions.

***Trade finance officer*** *(Mar 2014- Sep 2015)*

* Overall processing related to all trade exports transaction lodgements.
* Make sure all documents are attached as per the policies before doing lodgement.
* Responsible to do processing for all the exports payments into their customer respective accounts.
* Ensuring that proper parties are entered into the individual customers transactions.
* Ensure to perform sanction checks for all export transactions before processing as per laid down procedure and group policies.
* Daily Reconciliations of trade export suspense accounts
* Ensure all bank charges are recovered as per bank schedule of charges or special rates as agreed with the customers.
* Liaise with Spoke/ CSG for prompt resolution of all customer related issues.
* Optimize use of TP system for the extraction of daily payments from Nostro account..
* Identify reporting to the Line manager for any inherent risk in day to day operations.
* Responsible for daily review of pending items and make it resolves with the coordination of Line manager.
* Responsible for increase the exposure of customer by receiving authenticated acceptance.
* To send all assign tracers by line managers for the authenticated acceptance timely and accurately to the respective bank for the payment.
* Monthly Aging of trade export suspense accounts.
* Develop a thorough knowledge and ability to apply as defined in documented procedure.

***Accountant*** *(Aug 2013**–**Feb 2014)*

* Preparing of invoices and maintain of an accurate accounts filing system.
* Preparation of various reports for senior manager
* Liaising with Banks and External Auditors
* Generating and presenting management reports using oracle based ERP systems
* Preparation and Submission of tax ledgers to Sindh Revenue Board and Federal Revenue Board.
* Maintaining and dealing with payroll matters for the company.
* Preparing ledger accounts and drafting bank reconciliation statements.
* Maintaining and managing accounts for the Clients of the company.
* Preparation of monthly Ledgers and Updating of the Trail Balance.

***Internship trainee*** *(Feb 2013- April 2013)*

* Remarkable know how of accounting principles, financial reporting.
* Preparing ledger accounts and drafting bank reconciliation statements.
* Adjusting interest income and expenses related to TDR on daily basis.
* Maintaining and dealing with payroll matters.
* Preparation of tax ledgers and filing tax returns and dealing with withholding tax matters.
* Generating and presenting management reports using oracle based ERP systems.

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* Drafting standard operating procedures for daily financial matters.
* Compliance and updating internal controls of the organization as per ISO standards.
* Generating invoices for foreign recruitment vessels.

**Qualifications**

**Association of Chartered Certified Accountant (ACCA)**

* F1, F2, F3, F4, F5 F6, F7, F8, F9 (Successfully Cleared)

**Master of Business Administration (MBA)**

* Muhammad Ali Jinnah University (MAJU) (Successfully Cleared)

**Certified Accounting Technician (CAT)**

* T1, T2, T3, T4 &T5 (Successfully Cleared)

**University of Karachi**

* Bachelors in commerce (Successfully Cleared)

**Extra circular activities**

* Worked as invigilator AL-Hamd Academy
* Play cricket and watching movies
* Member of Human Rights Association.\
* Sybrid (Pvt) Ltd worked in managing inbound customer services matters

**Skills and abilities**

* Excellent interpersonal and presentation skills.
* Good command over MS Office.
* Ability to efficiently manage time by prioritizing and planning various tasks.