

CURRICULUM VITAE

Sumair Hassan

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Profile

To seek a challenging position in a progressive and dynamic organization with an aim to contribute positively towards the objectives of the organization to the best of my capabilities and to develop professional skills

Experience

Accounts Officer – Deep Rock Drilling (Pvt.) Ltd., Karachi, Pakistan – March 2016 – January 2019

- Payment of invoices for purchase order items after authentication as per the company's standard operating procedures.
- Responsible for verifying the appropriate authorization of non-purchase order invoices to make sure they are within the approval limits of company's standard operating procedures.
- Setup new supplier's details in accounting software before the payment process.
- Prepare and update payment schedule for clearance and to avoid double payment by attaching all required documents such as proforma invoice, purchase order, and updated statement of account of the supplier.
- Record and monitor all the expense reports with all necessary supporting documents.
- Coordinate with the admin department in order to timely process telephone, electricity, gas and other utility invoices.
- Maintain the books of scrap sale on daily basis, update and deposit the money to bank and prepare journal entry upon deposit.
- Administers and processes all petty cash transactions within the parameters of company policies and procedures.
- Preparation and posting of receipt vouchers related to revenue received from the clients.
- Maintaining proper revenue record files.
- Coordinate with the banks to prepare monthly bank reconciliation statements.
- Responsible to coordinate with the suppliers to make sure their queries will be resolved in a timely manner while maintaining good business relations.

Information Services Representative – U.S. Visa Department – AEG Travel Services (Pvt.) Ltd., Karachi, Pakistan – April 2015 – March 2016

- Providing information regarding U.S. Visa
- Respond to the applicant's call / email / chat
- Guiding the applicants regarding Non-Immigrant visa application process
- Updating the applicants regarding there Immigrant Visa Case status

***Phone Banking Officer – Soneri Bank Ltd., Karachi, Pakistan -
June 2014 – December 2014***

- Handling customer queries and providing information as per defined standards
- Provide customers with relevant product and service information
- Cross sell new product and service opportunities to customers over phone
- Generating leads and passing them to concerned department
- Providing feedback to the team leaders about product and process
- Improve efficiency as per interactions and feedback receive

***Audit Trainee – Tanveer Afzal & Co. Chartered Accountant, Karachi, Pakistan –
April 2010 – February 2011***

- Review data about assets, liabilities, capital stock, income, and expenditures.
- Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Inspect cash on hand, notes receivable and payable and canceled checks to confirm records are accurate.

***Accounts Trainee – Rizwani Imtiaz & Co. Chartered Accountants, Karachi, Pakistan –
January 2009 – April 2010***

- Daily inputting of sales & purchase invoices into the accounting system
- General ledger maintenance & purchase & sales ledger data entry
- Fixed Asset accounting, reconciliations and depreciation journals
- Preparation and input of month end journal vouchers
- Monthly bank reconciliation
- Monthly / quarterly management accounts preparation
- Assisting in the preparation of year end accounts for clients

Education

- **M.Com (Finance)**
2009 (1st Division) University of Karachi, Karachi, Pakistan
- **B.Com**
2003 (2nd Division) Government College of Commerce & Economics, Karachi, Pakistan
- **Intermediate**
2001 – Hamdard College of Science & Commerce, Karachi, Pakistan
- **Matric**
1999 – Bai Virbaiji Soparivala Parsi High School, Karachi, Pakistan

IT Skills

- Proficient in Microsoft Word, Excel, Outlook & PowerPoint

Personal Details

Date of Birth 23/03/1982
Nationality Pakistani
Gender Male

References

- Available upon request