**Syed Hamza Hussain**

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Address:77/3, 400 Quarters Nazimabad # 1  
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Cell: 0303-2881217

**OBJECTIVE**

To pursue a challenging career in the field of Finance and Accounting with constant learning and contribution to an organization, which provides challenging work environment and allows me to grow professionally and as an individual.

**PROFESSIONAL SUMMARY**

* Result-oriented professional with 8 years of experience in various aspects of accounting management.
* Outstanding record of achievement in implementation several projects to ensure company growth.
* Skilled team player in building and facilitated an atmosphere to balance level of competencies with optimum productivity.
* Self starter and organized individual who is able both to work independently and as part of a team to accomplish company objectives.
* Effective communicator who apply management direction toward achieving company's goals. Computer literate.
* Have good technical & Computer skills.

**PERSONAL SKILLS**

* Self-motivated personality with compatibility of learning,
* Flexible behavior in stressed environment,
* Ability to meet deadlines and reduce panic under extreme pressure,
* Analytical approach.

**ACADEMIC EDUCATION**

* ACCA (Foundation In Accountancy is in Process)
* MBA (Finance) from Newport Institute of Commerce and Economics.
* B.Com from Karachi University.
* I.Com from Board of Intermediate.
* Matriculation from Board of secondary education.

**EXPERIENCE**

**03 year experience as Account Officer in Habibullah Coastal Power Co. (Pvt) Ltd 2016 to Present**.

* Amenable for MIS reporting for stakeholders and TOP Management.
* Controlling & monitoring of Cash Flow and prepare related reporting.
* Responsible for Company`s Advance Tax reporting and Filing matter.
* Filling of monthly withholding Income Tax Returns.
* Filling of monthly Sales Tax (Federal & Provincial) withholding Tax Return.
* Responsible for resolving all Tax (Income, Provincial & Federal Taxes) related issues.
* Responsible for coordinating with SBP indirectly (Dealer Bank) for obtaining approval for the remittance against off-shore service providers services.
* Responsible for periodical reconciliation of Purchases and Consumptions for Management.
* Verification and posting of vendors’ Billing.
* Verification of routine payments including vendor’s payments, utilities, etc.
* Verification of routine Bank receipts.
* Preparation of periodical bank reconciliation statement and updating fund position.
* Responsible for preparing monthly payroll and its related reporting.
* Responsible for executing the foreign remittance against import and services.
* Preparation and finalization of monthly closing of accounts
* Coordination with external and internal auditors during Audit
* Prepare reports as per the requirement of the management

**05 year experience as Account Officer in Optimus Limited (Hertz Pakistan) 2011 to 2016**.

* Checking and posting of vendors’ Bills along with complete supports,
* Controlling & monitoring of maintenance work orders and purchase order,
* Preparation of periodical creditors aging,
* Preparation of routine payments including vendor’s payments, utilities, etc,
* Preparation of periodical bank reconciliation statement and updating fund position,
* Handling finance petty cash of south region,
* Checking and posting of routine receipts including debtor’s cheque or cash receipts, etc.
* Preparation of periodical cash reconciliation for reporting to senior management and follow up with related person for recovery.
* Preparation of monthly staffs & chauffeurs loan / advances report and provide to HR Department for payroll deduction.
* Prepare Daily cash collection report and consolidated collection report on month end.
* Reconciliation of system generated (Garage Module) work / purchase orders with GL.
* Assisting in finalization of monthly closing of accounts,
* Coordination with external and internal auditors during Audit,
* Prepare reports as per the requirement of the management,
* Monthly physical stock taking of spare parts in workshop and reporting of stock taking report.

**02 year experience as Client Service in charge in Guls Studio (Events Management & Exhibits 2008 to 2011**. (Official Stand Builders of E-COMMERCE GATEWAY)

* Responsible for following clients who are going to participate in Exhibitions in Karachi Expo centre for the promotions of their products.
* Responsible for finalizing wooden stall designs with creative team.
* Responsible for the execution of the stall in client`s requirements.
* Responsible for the maintain events record and exhibitions Nationwide.
* Responsible for processing vendor’s payments.
* Responsible for maintaining expense analysis event wise.
* Preparation for general meetings with E-Commerce gateway`s concerns.
* Responsible to arrange standees for Kiosk (Event wise, Customer wise).

**COMPUTER SKILLS**

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| * SAP (B-One) HANA. * Working on MS- Excel & MS- Word. |
| * Accounting Software Sidat Hyder Financials, Peachtree & Quick Book. * Car pro for rent a car. * Oracle Based Inventory Management System. |
| **OTHER SKILLS**   * SAP (R3) end user certificate from IBPD (Institute of Business Professional Development) * Certificate for end user (Tally, Peach Tree, Quick book) from IBPD(Institute of Business Professional Development) * Certification of Advance excel from (ICMAP) |
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**PERSONAL INFORMATION**

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| * **Father`s Name :** Syed Azhar Hussain |
| * **C. N. I. C # :** 42101-0867347-9 |
| * **Nationality :** Pakistani |
| * **Date of Birth :** 2nd July 1992. * **Marital Status :** Single * **Religion :** Islam |

**REFERENCE**

* Available upon request