



# Saad Hassan

Accountant at SMC Pvt. Ltd.

## Contact Info

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House 14 A Revenue Employees  
Cooperative Society, Johar Town, Lahore  
Lahore, Pakistan

I am commerce graduate who wants to secure a position with a leading organization that will lead to a long term career relationship where I would enhance my knowledge and work for the betterment and growth of the company.

## Strengths & Skills

- ✓ Fourgen Information System (Oracle ERP)
- ✓ Microsoft Dynamics AX
- ✓ Odoo
- ✓ MS Word
- ✓ MS PowerPoint
- ✓ MS Excel
- ✓ Customer Service
- ✓ Good Communication Skills

## Academics

Title	Institute	Date
Masters of Commerce	University of Central Punjab (UCP), Lahore	2013
Bachelors of Commerce	Punjab College of Commerce, Lahore	2011
Intermediate of Commerce	KIPS College, Lahore	2009
Matriculation	Heritage Islamic School System, Lahore	2007

## Experience 8 years

Company	Designation	Duration	
SMC Pvt. Ltd	Accountant	Apr 2019 - Present	4.3 years
Bahria Town (Pvt) Ltd.	Internal Audit Officer	Sep 2016 - Apr 2019	2.6 years
We 4 Visas	Accounts Officer	Sep 2014 - May 2016	1.7 years
Meezan Bank Limited	Internee	Jul 2012 - Aug 2012	1 month

## Work History

SMC Pvt. Ltd	Apr 2019 - Present (4.3 years)
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### Accountant

Lahore, Pakistan

- Handle accounts payable and receivable
- Invoicing and generating receipts to clients
- Posting of sale returns and discounts in accounts
- Reconcile accounts with the general ledger
- Sale reconciliation report
- Handle general account queries
- Follow up clients about credit sales
- Posting payment & receipt vouchers
- Responsible for issuing delivery orders after verifying payments
- Maintaining daily petty cash and its reporting to head of department

### Bahria Town (Pvt) Ltd.

Sep 2016 - Apr 2019 (2.6 years)

### Internal Audit Officer

Lahore, Pakistan

Duties & Responsibilities are as follows:

- Pre & Post Audit of vouchers of Bahria Town projects (Greenvalley Supermarkets, Bahria Grand Hotel, Park Lane Tower, Bahria Dastarkhuwan, Bahria Country Club)
- Sale reconciliation reports of Green Valley Supermarkets
- Pre Audit of Salaries of Bahria Town projects (Greenvalley Supermarkets, Bahria Grand Hotel, Park Lane Tower, Bahria Dastarkhuwan, Bahria Country Club & SPA)
- Stock takes carried out for Green valley and its reporting to head internal audit
- Pre & Post of Audit of Bahria Town's Marketing
- Pre & Post Audit of Bahria Town's Aviation department
- Operational audit of Bahria Dastarkhuwans

- Compliance with SOPs of company reports

#### We 4 Visas

Sep 2014 - May 2016 (1.7 years)

#### Accounts Officer

Lahore, Pakistan

My Duties & Responsibilities in the organization were as follows:

- Updating payment and receipts
- Maintaining expense sheets
- Daily reports to managers and directors
- Maintain record and manage petty cash
- Managing all bank related tasks
- Maintaining & processing Payroll of all the employees

#### Meezan Bank Limited

Jul 2012 - Aug 2012 (1 month)

#### Internee

Lahore, Pakistan

In my internship tenure I've worked & learned following tasks:

- Account opening & documentation
- General banking tasks
- Customer services

### Industries

- Travel/Tourism/Transportation
- Retail
- Fast Moving Consumer Goods (FMCG)
- Hotel Management / Restaurants
- Tiles & Ceramics

### Languages

- Urdu - Native
- English - Medium

### Functional Areas

- Accounts, Finance & Financial Services
- Internal Audit

### Hobbies

- Cricket
- Football
- Movies