

# SYED NADEEM UL HASSAN

Address:

B-3,BLOCK 10 A, GULSHAN-E-IQBAL,

Near Lasania Restaurant

KARACHI,PAKISTAN.

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## Career Objective

To secure employment with a progressive and dynamic firm where my skills can be developed with commitment, imagination and analytical thinking

## Personal Information

**Birth Date:** 17 August 1968

**Gender:** Male

**Nationality:** Pakistan

**Marital Status:** Married

## Professional Experience

**Apr 01<sup>st</sup> to Present    A.M Surgical/A.M Distributors  
General Manager(GM)**

- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Prepare and circulate timely financial reports/information
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Prepare loan application form (LAF) for all types of facilities, both fund based and Non-fund based including restructuring and rescheduling
- Prepare Borrower's Basic Fact Sheet for the banks on behalf of the Company.
- Prepare Financial Statement with all notes for the bank and Auditors
- Monitor and review accounting and related system reports for accuracy and completeness.

- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Interact with auditors in completing audits.
- Prepare Bank Reconciliation Statements on monthly basis.
- Coordination with head office for smooth operations of organization.
- Other duties as assigned by the CEO.

**Apr 2014 to 31<sup>st</sup>  
March 2015**

**Al-Habib Pharmaceuticals Karachi, Pakistan  
AGM Operation & Admin**

- Upgrade and improve the quality of all Departments, and Implemented New ERP System in all departments
- To look after/resolve all Company matters, and to ensure a smooth flow of all Sales & other operations accordingly.
- Also be responsible for Accountability and all disciplinary matters.
- Supervises the administration section of the department, including staff and functions of
- Sale & Marketing, Distributions, Warehouse, key accounts, facilities, computers, the
- Central Control Center and various office operations.
- Performs regular reviews of revenue requirements and performs related rate analyses based on "Cost of Service" techniques.
- Assists in annual budgetary preparations; researches budget needs; compiles budget data; negotiates budget terms; and reviews budget on regular basis.
- Serves in the stead of the CEO in his absence.

**Aug 2008 to Mar  
2014**

**Al-Habib Pharmaceuticals Karachi, Pakistan  
Finance & Administration**

- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.

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**Nov 2000 – Aug 2008:**

**M. Yousuf Adil Saleem & Co Chartered Accountants, Pakistan**

An independent firm Associated with [Deloitte](#)

#### **Information System Associate**

**Company Industry:** (Consultants to the World Bank for Financial Accounting Information System- FAIS for the National Drainage Programme, Pakistan).

- Financial Statements
- Trial Balance
- Maintenance & Balancing of Books of Accounts
- Operation of Accounts
- Payment vouchers
- Bank reconciliation statements
- Preparation/submission and maintenance of Withdrawal Applications
- Processing of suppliers/consultant/contractors bills
- Assistance to Management on FAIS matters (Disposal of files/matters referred by the Client)
- Administrative matters relating to FAIS
- Guidance, co-ordination and supervision of FAIS Unit

**May 1996 - Nov  
2000:**

Government of Baluchistan  
Pakistan  
**System Analyst**

**Company Industry:** Planning & Development Department  
**Job Role/Department:** IT

Developed following computerized system:

- Personnel Management Information
- Payroll
- Financial Reporting
- Budget Preparation
- Web Site

**June 1995 - May  
1996:**

Hanbo Construction Company,  
Pakistan  
**Software Consultant**

**Company Industry:** Construction  
**Job Role/Department:** IT

During this period, I have worked as Software Consultants and developed computerized systems for a number of clients

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## Education

- 1995:**                    **UNIVERSITY OF PESHAWER**, Pakistan  
Master's degree, Computer Science
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- 1993:**                    **UNIVERSITY OF BALOCHISTAN**, Pakistan  
Master's degree, Mathematics
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## Major Projects

- NATIONAL DRAINAGE PROGRAM (WORLD BANK PROJECT)
  - PAT FEEDER COMMAND AREA DEVELOPMENT PROJECT “PFCADP” ,FINANCIAL REPORTING AND PERSONNEL INFORMATION SYSTEM
  - TREASURIES OF BALOCHISTAN, QUETTA FINANCIAL/REPORTING SYSTEM
  - VACCINATION, ADMINISTRATION SYSTEM LIVESTOCK DEVELOPMENT DEPARTMENT
  - ADMISSION SYSTEM OF TAMEER-I-NAU PUBLIC COLLEGE QUETTA.
  - PERSONNEL MANAGEMENT SYSTEM AGRICULTURE RESEARCH INSTITUTE, QUETTA
  - DAVAR ALUMINUM GLASS (“DAVAR”), QUETTA. INVENTORY MANAGEMENT SYSTEM
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## Training

**Japan:** Centre of the Intranet Application System Development International Cooperation for Computerization. (CICC)

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## Skills

System Study, Documentation, Development & Implementation

Operation of software packages Ms FrontPage, Ms Excel, Ms Word, Ms PowerPoint, Ms Project, Image Composer, Ms Photo Editor, Ms Publisher, Ms Personal Web Server, Any Java, Adobe Acrobat, Print Shop Deluxe, Outlook Express and Ms Web Publishing

Programming in Microsoft Access, Visual FoxPro, Visual Basic, SQL, SQL Plus