

Hassan Sharif

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Malir Halt, Karachi, Pakistan, 754 00

PROFESSIONAL SUMMARY

As a QuickBooks Online Bookkeeper, I bring a wealth of experience from my previous roles as an accountant and bookkeeper in the insurance and IT industries. With 7 years of dedicated service in the accounts and finance department, I have developed a strong skill set encompassing various critical areas, including payment processing, financial reporting, petty cash management, bank reconciliations, fixed assets management, and payroll processing.

WORK EXPERIENCE

Assistant Accountant

Dec 2023 - Present

Intentional Accounting • USA (Remote)

- Provide bookkeeping services for SMEs using QuickBooks Online, including transaction categorization, bank and credit card reconciliations, and accounts payable/receivable management.
- Prepare and deliver financial statements (Profit & Loss, Balance Sheet, and Cash Flow) to support informed decision-making.
- Set up and maintain customized charts of accounts in QuickBooks Online for accurate financial tracking.
- Manage U.S. tax return preparation and filing for individuals, S corporations, and partnerships using Intuit ProSeries software.
- Address client inquiries and provide tax guidance, ensuring compliance with U.S. tax regulations.
- Assist in audit and tax review processes by organizing and providing essential documentation.
- Stay updated on U.S. tax laws and QuickBooks Online developments to ensure accuracy and compliance.
- Streamline accounting workflows to enhance efficiency and improve financial control.

Functional Consultant (Financial Module)

Oct 2022 – Dec 2023

Synergy Computers (Pvt) Ltd • Karachi, Pakistan

- Training and development of Infor Sunsystems ERP (Financial module)
- Conduct testing including functional, integration, and performance to verify the client's requirements are met and prepare business documents with process flows.
- Liaise between business and technical personnel to ensure a mutual understanding of processes and applications and engage in project coordination.
- Evaluate and resolve complex customer issues related to data and processes.

Senior Executive Finance

Mar 2022 - Sep 2022

The Game Storm Studios (Pvt) Ltd • Karachi, Pakistan

- Maintain accurate financial records by recording and organizing various transactions, such as sales, purchases, expenses, and payments, using QuickBooks software.
- Ensure the integrity of financial data by reconciling accounts and managing cash flow effectively.
- Supervise accounts payable and accounts receivable functions, which involve processing invoices, monitoring payments, following up on outstanding balances, and keeping comprehensive records of customer and vendor accounts.
- Conduct regular reconciliation of bank statements with the company's financial records to identify and resolve any discrepancies related to bank transactions.
- Facilitate the smooth processing of payroll, deductions, and taxes, ensuring timely payments and generating detailed payroll reports.
- Prepare essential financial reports, including income statements, balance sheets, cash flow statements, and other financial analyses, to provide crucial insights for informed decision-making.
- Preparation of payment cheques and coordination with the company's bank managers

Deputy Manager Finance

Oct 2013 - May 2021

IGI General Insurance Limited • Karachi, Pakistan

- Policy Premium Recording: Record and organize incoming insurance policy premiums from policyholders, ensuring accurate categorization and entry into the accounting system.
- Claims Expense Recording: Keep track of claim-related expenses, including claim payouts, settlements, and any other related costs.
- Accounts Receivable Management: Oversee accounts receivable for the company, tracking premium payments from policyholders and ensuring timely collection.
- Accounts Payable Management: Handle accounts payable functions, including processing invoices from vendors, reconciling bills, and making timely payments.
- Fixed Assets Management: Recording of new fixed assets, recording depreciation and tagging of new and existing fixed assets of the company.
- General Ledger Maintenance: Maintain the general ledger, ensuring that all financial data is accurately recorded and organized.
- Bank Reconciliation: Perform bank statement reconciliation to ensure that the company's financial records align with the actual bank transactions.
- Financial Reporting: Prepare various financial reports, such as premium outstanding reports, claim expense reports, income statements, balance sheets, cash flow statements, and other financial analyses as required by management or regulatory authorities.
- Support Audits: Provide necessary financial documentation and support during internal and external audits.

EDUCATION

Master's in Business Administration (Finance)

Feb 2013 - Aug 2017

Khadim Ali Shah Bukhari Institute of Technology • Karachi, Pakistan

Bachelors in Commerce

Jan 2007 - Dec 2009

University of Karachi • Karachi, Pakistan

SKILLS

- Microsoft Excel, Microsoft Word, and PowerPoint (Intermediate level)
- Fluent in English language (Reading, Writing, Speaking, Listening)
- Proficiency in various ERP and accounting software (QuickBooks Online and Desktop, WEB GIS, Infor Sunsystems)
- Time Management
- Excellent typing speed
- Excellent communication skills