

Muhammad Hamza

Accountant

Dera ismail khan
+923108356491
hamzaawan543@gmail.com
[Facebook](#) | [LinkedIn](#)

Summary

Aspiring finance professional with a strong academic background in commerce and extensive practical experience in accounting and financial management. Proficient in financial analysis, account management, and bookkeeping. Passionate about advancing knowledge in corporate finance, international finance, and macroeconomics. Eager to contribute to and benefit from a rigorous academic program to further enhance my skills and pursue a successful career in finance.

Education

Bachelor of Commerce

Gomal University, 2014-2018
GPA: 2.59/4.00 (64%)

Diploma in Commerce

Government College of Management Sciences, Dera Ismail Khan, KPBET Peshawar, 2012-2014
657 out of 1200 marks (55%)

Matric (ARTS)

Allama Iqbal Public School Peshawar, BISE Peshawar, 2011-2012
647 out of 1050 marks (61%)

Research Title

Impact of AI on Business Strategies

Researched the transformative influence of AI on modern business strategies. Findings highlight AI's role in enhancing decision-making, personalizing customer experiences, improving operational efficiency, and providing a competitive edge. Emphasizes the necessity for businesses to strategically integrate AI for sustained success in dynamic markets.

Skills

- Bookkeeping
 - Account Management
 - Maintaining Ledgers
 - Accounting
 - Time Management
 - Communication
 - Microsoft Office Suite (Word, Excel, PowerPoint)
-

Work Experience

Sales Executive

Gubloo Technologies, June 2023 – Present

- Identify and target international clients, conduct market research, and expand sales reach.
- Develop strategies for penetrating international markets, set ambitious targets, and outline necessary steps.
- Generate leads through various channels, cultivate client relationships, and convert leads into opportunities.

Assistant Accountant

Fabcon Contractors Pvt Ltd - Lucky Cement Line II 8000TPD, July 2021 – April 2023

- Maintained financial records, ledgers, and prepared financial statements.
- Assisted in the preparation of budgets and financial reports.
- Ensured timely payments to vendors and contractors.
- Reconciled accounts payable and accounts receivable.
- Handled petty cash and performed bank reconciliations.

Finance Officer

Telenor Franchise, Dera Ismail Khan, July 2018 – June 2021

- Managed financial transactions and maintained records.
- Prepared financial reports and statements.
- Coordinated with the bank to ensure proper cash management.

Customer Relationship Officer

Telenor Franchise, Dera Ismail Khan, July 2018 – August 2019

- Managed customer accounts and handled their queries and complaints.
- Promoted new products and services to existing customers.
- Maintained accurate customer records and resolved billing issues.
- Ensured customer satisfaction by providing excellent customer service.

Computer Skills

- 2-Year Certificate Course, Diploma in Information Technology

Language proficiency:

- Native language Urdu
- English Proficient in Listening, Speaking, Reading & Writing

Honors and Awards

- Awarded a Prime Minister Laptop in Phase 3
- Throughout Second division in academic career
- Bachelor's degree by maintaining CGPA 2.59 from Gomal University, Dera Ismail Khan, Pakistan

References

Prof. Amjid Saleem

Government College of Management Sciences, Dera Ismail Khan

+923493873738

amjidsaleem521@gmail.com

Prof. Yasir Sadozai

Government College of Management Sciences, Dera Ismail Khan

+92341773775

Yasirs671@gmail.com