

**HASSAN BILAL**

Address: Kuala Lampur, Malaysia

Cell Number: 00-6014-6355798

Email: 99.hassanbilal@gmail.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objective:**

A **Senior Position** in an organization where I can enhance my skills and add values to them and where I can gradually move towards good, healthy and smooth career progression.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Profile:**

* Have **6** years of experience in Finance & Administration, Currently working as Accountant in Malaysia.
* **A CMA (Certified Management Accountant, USA) with a Master Degree in Business Administration (MBA – Finance) & Bachelor of Commerce (B.Com.).**
* **Hold Prestigious Membership of Institute of Management, USA (IMA).**
* Well versed in MS Office Applications & other customized accounting software.
* Excellent communication skills in English & Hindi.
* Detail oriented, efficient & organized professional with an extensive experience of financial analysis.
* Possess strong analytical & problem solving skills, with an ability to take right decisions at right time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work History:**

***Accountant***, AL WASL Insurance Brokers Limited (Feb 2013 – Present)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Profile: Finance & Accounts**

* Ensure that revenue reporting is provided to management on a regular, timely and accurate basis in order that this can be used to inform and provide the basis for identifying corrective action to be taken.
* Ensure that adequate financial evaluation of all capital expenditure takes place, so that decisions are made on sound information and analysis.
* Proper accounting of accruals for operating costs, so that the Monthly Financials present a true picture.
* Assist in the development of financial policies and procedures and implementation thereof.
* Research, analyze, evaluate, and report on problem areas, including solutions.
* Compiling information and preparing reports on matters of confidential nature or inquiry, or on a sensitive issue.
* Preparation of Monthly/Quarterly and Annual Financial reports to the Board/Top Management.
* Prepare profit & loss accounts; prepare balance sheet & projected balance sheet for the oncoming years.
* Accounts payable periodic review, timely payments and resolving issues with suppliers, should any arise.
* Monitor Cash & Credit Collection & follow up of amount payables & receivables promptly.
* Prepare cash flow and fund flow statements
* Supervision and control of the Payroll in all respects including providing for staff benefits.
* Liaise with bank authorities to arrange funds & ensure that every penny is spent wisely.
* Compliance with internal auditing as per accounting standard.
* Deal with company Auditors and have the ability to provide the managements accounting report on a monthly basis.
* Ensure accuracy of information contained in the financial reports & their compliance with statutory requirements & general accounting standard.
* Supervise & monitor work activities as per management policy and procedure.
* Lead the day to day operations with regard to management accounting, financial accounting and treasury functions for the company and to establish the related controls & procedures.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work History:**

***Assistant Finance Manager***, M/s. Al Karam Processing, **Pakistan** (Jan 2008 – Feb-2013)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Profile: Finance & Accounts**

* Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
* Assist in all purchasing and payroll activity for staff and participants.
* Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs.
* Monitor banking activities of the organization.
* Ensure adequate cash flow to meet the organization's needs.
* Assist in the financial statements and cash flow projections for use by Executive management, as well as the Audit/Finance Committee and Board of Directors.
* Assist in the design, implementation, and timely calculations of wage incentives, commissions, and salaries for the staff.
* Assist in Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place.
* Create, coordinate, and evaluate the financial programs and supporting information systems of the company to include budgeting, tax planning, real estate, and conservation of assets.
* Ensure compliance with local, state, and federal budgetary reporting requirements.
* Oversee the approval and processing of revenue, expenditure, and position control documents, department budgets, mass salary updates, ledger, and account maintenance and data entry.
* Coordinate the preparation of financial statements, financial reports, special analyses, and information reports.
* Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and systems.
* Analyze cash flow, cost controls, and expenses to guide business leaders. Analyze financial statements to pinpoint potential weak areas.
* Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
* Understand and mitigate key elements of the company's risk profile.
* Maintain relations with external auditors and investigate their findings and recommendations.
* Arrange for [debt](http://www.accountingtools.com/definition-debt) and [equity](http://www.accountingtools.com/definition-equity) financing.
* Provide recommendations to strategically enhance financial performance and business opportunities.
* Manage & plan financial activities of the company; meet deadlines & follow up on financial activities.
* Manage & plan financial activities of the company; meet deadlines & follow up on financial activities.
* Lead the day to day operations with regard to management accounting, financial accounting and treasury functions for the company and to establish the related controls & procedures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic History:**

* **CMA Finalist (Certified Management Accountant)**, Institute of Management Accountants, USA – currently pursuing (Part 4 to be appeared)
* **MBA - Finance (Master of Business Administration)**, COMSATS Institute of Information & Technology, Pakistan
* **Bachelor of Commerce (B.Com.)**, Punjab University, Pakistan

**Professional Memberships & Developments:**

* Member, Institute of Management Accountants (IMA) USA
* Attended seminar on WTO
* Organize convocation of COMSATS at convention Centre Pakistan

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Computer Skills:**

Office Suites : MS Word, Excel & PowerPoint

Accounting : Customized Accounting Software

Others : Internet & E-mail

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal Information:**

Nationality : Pakistani

Date of birth : 22/10/1984

Languages : English & Urdu

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_