



# Murtaza Hassan

Accountant

## Profile

Motivated and accomplished accounting professional with a strong academic background, skilled in financial analysis, reporting, and strategic planning. Committed to continuous growth, I deliver actionable insights, foster collaboration, and drive results in dynamic environments aligned with business goals.

## Employment History

### Accounts officer at EFU Life Assurance - Head office, Karachi

March 2024 — Present

- Prepared and analyzed financial reports (MIS) for senior management
- Tracked collections and financial performance using Oracle software
- Ensured accurate bank reconciliations and compliance
- Managed credit card payments and summarized transactions
- Fostered strong bank relationships through:
  - Account management (opening, closing, termination)
  - Coordinating with banks for efficient operations

### Intern at EFU Life Assurance - Head office, Karachi

December 2023 — March 2024

- Recorded and verified received payments
- Coordinated payments from EFU Life branches nationwide
- Supported accounting and finance team with data entry and reporting

### Executive Accounts Officer & Manager Admin at Artt Business School (CA Institute), Karachi

October 2020 — November 2023

- Reconciled student records and hybrid model reports to ensure accuracy
- Verified bank payments and RTGS transactions to maintain financial integrity
- Managed cost-cutting initiatives and asset optimization strategies
- Monitored asset deposition, total life, and coordinated sales/purchases
- Evaluated scholarship criteria and payment structures for optimal allocation
- Supervised administrative expenses, ensured compliance, and settled financial obligations
- Developed and implemented administrative policies to enhance operational efficiency

## Details

House # A-77, Block 2, Saadi Town, Karachi.  
Karachi, 75330  
Pakistan  
+92 316 1059565  
[murtaza.hassan147@gmail.com](mailto:murtaza.hassan147@gmail.com)

## Date / Place of birth

02-09-2001  
Karachi

## Nationality

Pakistani

## Links

[Linked In](#)  
[GitHub](#)

## Skills

ERP Software's (Oracle, Peach Tree)  
Microsoft Excel  
Financial Reporting  
Communication Skills

## Hobbies

Travelling  
Cricket  
Exploring traditional Cousins & Food  
Event Management

## Languages

English  
Urdu  
Sindhi

## 🎓 Education

### **Bachelors in Accounting & Finance, Iqra University (Gulshan Campus), Karachi**

November 2021 — Present

6th Semester

All Financial Reporting, Accounting and Audit Report Courses Cleared with Grade A )

### **Pre-Engineering, Aisha Bawany Govt. Degree College , Karachi**

July 2019 — October 2020

Intermediate with Grade C

### **Matriculation , The Educators School**

April 2017 — August 2018

Class 9th & 10th with Grade A

## ⚙️ Courses

### **Operational Level - 1 Certification , Institute Of Cost & Management Accountants Of Pakistan (ICMAP)**

March 2020 — October 2020

### **Taxation - Federal Public Inland Revenue, ICTAP**

May 2021 — October 2024

## ★ Certification & Awards

### **Institute Of Chartered Accountants Of Pakistan , Karachi**

CA Round Table Conference - Certificated as Youngest CA Counselor by ICAP

### **Institute Of Chartered Accountants Of Pakistan , Karachi**

Conference & Cuonselling Session Of Mental Health- Certification Of Participation