

# HANFA AZAM



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## CAREER OBJECTIVE

To make solid contributions in the field of Accounts, Finance and specifically towards the strategic corporate objectives of the organization I serve, by delivering customer-centric and quality services to the valuable clients both individually and also as a part of the management team. To leverage my existing abilities and experience to further strengthen my technical and professional capabilities to become a proficient accountant.



## EXPERIENCE

Jan 2018 – Sep 2018

### Accounts Officer

#### SurBuland Consultant (PAKISTAN)

- To prepare financial statements including balance sheet and income statement.
- Prepare petty cash Book.
- Responsible for preparing Payroll Account.
- Responsible for Purchase Book.
- Bank payment and Bank receipt posting.
- Account Reconciliation of Company.
- Preparing payments of parties.
- Preparing the detail of mobile bills of employees.
- Any other special assignment given by seniors.
- Preparing the Details of Company Bills.
- Connecting Clients about transactions And invoice.
- Resolve Accounts to the general ledger.
- Resolving complaints and preventing additional issues by improving processes.
- Handling queries related to the Accounts.
- Communication with clients to understand their needs and explain product value.
- Building relationships with clients based on trust and respect.

Jan 2015- Nov 2017



## QUALIFICATIONS

### Accounts Officer SAGHEER & CO(PVT.) LIMITED LAHORE

- Responsible for providing efficient and professional services related to accounting and finance.
- To prepare financial statements including balance sheet and income statement.
- Prepare petty cash book.
- Responsible for preparing reports on customers and supplier control account.
- Responsible for Sale and purchase.
- Bank payment and Bank receipt posting.
- Account Reconciliation of Suppliers.
- Preparing payments of parties.
- Preparing the detail of Ufone bills of employees.
- Any other special assignment given by seniors.

- MSC international Finance ( Continue )  
**LONDON SOUTH BANK UNIVERSITY**
- Bachelor of Business Administration (Hons)  
**PUNJAB UNIVERSITY LAHORE ( PAKISTAN)**
- MIPA  
**IPA INSITUTE OF PUBLIC ACCOUNTANT**
- AFA  
**IPA INSITUTE OF PUBLIC ACCOUNTANT**



## PROFESSIONAL COMPETENCIES

- Finance & Accounting
- Taxation (PK)
- Project Management
- Team Management
- Training and Development



## PERSONAL SKILLS

- Team-working and Collaboration
- Self-learner
- Leadership Qualities
- Ability to work under pressure and meet deadlines
- Analytical and critical thinking
- Proactive and Enthusiastic
- Adaptability
- Communication Abilities
- Exceptional multi-tasking skills.
- Work-load management ability.
- Self-confident with effective communication skills and negotiation abilities.
- Excellent in establishing and maintaining public relations.
- Highly motivated and goal-oriented.
- Keen analytical skills with conflict management and problem-solving approach.
- Good listener and strong persuasion skills.