

HASSAM NADEEM



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Summary

Skilled individual with mathematical mind and desire to learn. Ability to work under pressure, navigate IT systems and communicate with all levels of staff. Motivated and reliable.

Responsible individual, passionate about delivering outstanding quality and service. Offering 4 years of experience in industry with history of recognition for performance. I can bring enthusiasm, trustworthiness and bring my personal qualities such as my drive and willingness, creativity and dedication to the company I work for. I am very competent and make sure I bring in my strengths to the business. Bring all my skills, qualities, values, academic knowledge and life experience to the companies I'm hired for and promise to work at my very best at all times.

Experience

Accountant Trainee | IT devices online and mirchi cafe restaurant - Lahore, Pakistan | 03/2018 - Current

- Completed reports detailing financial data for management
- Chased missing transactions to help facilitate timely payments
- Provided all necessary support throughout external audit process.
- Participated in preparation of annual budget and periodic budget reviews.
- Monitored cash flow requirements and made plans to meet company financial obligations on time.
- Updated and maintained company's financial and accounting records and systems.
- Monitored accounts payable and receivable statuses and delegated related tasks.

Accounts Assistant | Textile import solution - Lahore, Pakistan | 04/2015 - 05/2016

- Reconciled Purchase Orders (POs) to produce accurate inventory reports.
- Chased missing transactions to help facilitate timely payments.
- Prepared month-end closing entries to maintain detailed reporting and recordkeeping.
- Worked with credit control to chase payment of outstanding sales invoices.
- Used tax and finance knowledge to provide advice and resolve vendor and employee inquiries.
- Collected all receipts from employees, chasing missing information to minimise discrepancies.
- Rectified accounting errors to eliminate transaction discrepancies.
- Prepared invoices based on contract terms and distributed to customers.

Cashier | Al-Awwal traders Pakistan - Lahore, Pakistan | 01/2014 - 02/2015

- Handled high-volume credit and cash transactions using Point Of Sale (POS) systems efficiently.
- Helped customers with specific item requests by answering questions and offering knowledgeable product advice.
- Maintained neat and clean shop floor and storage areas.
- Maintained clean, tidy and organised checkout areas.
- Worked closely with front-of-house staff to facilitate positive customer experiences.
- Assessed customer needs through clear communication, anticipating and responding appropriately to queries.
- Maximised customer satisfaction by assisting with purchase selections, locating items and promoting rewards programs.

Skills

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| • Microsoft office | • Writing |
| • Leadership | • Decision making |
| • Problem solving | • Active listening |
| • Good communication | • Customer service |

Education

University of punjab | LAHORE, Pakistan | 2018

Master of Business Administration: Business finance

University of punjab | Lahore, Pakistan | 2014

Bachelor's In commerce

Government high school mozang | LAHORE, Pakistan | 2008

GCSEs