

Zoya Hassan Curriculum Vitae

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Career Statement:

- Seeking an International Financial Analyst position where I can contribute my accounting and financial knowledge, and analytical skills.

Career Summary:

- Worked as Global Perspective, and Social Studies Middle School Teacher in SICAS (IB school), Defence Campus (February 2018 till June 2019)
- Worked as an O levels principles of accounts teacher and coordinator in DHAES SSG (April 2015 till August 2017)
- Worked as seventh grade mathematics teacher in DHAES SSG (April 2015 till August 2017)
- Worked as a junior campus T Block in DHAES for Math's and Science (August 14 till March 15)

Educational Qualifications:

• ACCA	2017	Skans School for Accountancy (Islamabad + Lahore)
• Foundation in accountancy (FIA)	2013	Skans School for Accountancy (Islamabad)
• A Level's	2008	Roots College International (Rawalpindi)
• O Level's	2006	Beacon house School System (Islamabad)

Description of Professional Responsibilities:

- Information of Management.
- Recording Financial Transactions.
- Maintaining Financial Records.
- Accounting for Costs.
- Managing people by system.
- Drafting financial statements.
- Preparing Tax Computations
- Planning. Control and Performance Management.

Skills:

- Excellent account management skills. Strong presentation and negotiation skills. Contacting and communicating with high end decision makers.
- Ability to follow up with clients in a timely professional manner.
- Good knowledge of Customer Marketing Databases and how to use them.
- Experience in preparing and reviewing budgets, revenue, expenses, payroll entries, invoices, and other accounting documents
- Proven success in being able to resolve accounting discrepancies
- Knowledge of financial applications and accounting applications, such as Sage
- Ability to analyse financial data and prepare financial reports, statements and

Achievements:

- Awarded Certificate of Achievement in paper F3 of ACCA
- SAP Certification in 2017

Extracurricular activities:

- Member of the committee of “PCYF”.
- Participated in the FESTIVAL OF ASIAN CHILDREN’S ART (UNESCO)-GALLERY JAPAN.

Reference:

- Will be provided on demand.