

Mir Muhammad Hamza

BS(Hons) Accounting & Finance Graduate

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Peshawar, Pakistan

I am highly motivated, energetic, passionate Accounting & Finance graduate searching for a platform where I can deliver best of myself. I have tendency of Striving to complete my Task in Time, Team Work, Punctuality and zeal of focused learning are my strengths.

EDUCATION

Bachelors(Hons) in Accounting & Finance

Institute of Management Sciences,
Peshawar.

09/2017 - 07/2021

(CGPA 3.00/4.00)

Intermediate

Peshawar Model Degree College

09/2015 - 04/2017

Secured "B" Grade in
Intermediate

WORK EXPERIENCE

Payroll Executive

Bajco Global Management LLC

01/2022 - Present

Lahore

BAJCO GROUP is a privately held business based in the United States, managing 144 Papa John's Pizza restaurants across 9 states in the USA.

Tasks

- Salary Management
- Resolving payroll discrepancies.
- Maintaining payroll operations.
- Using Software i.e. CYMA

Finance Officer

Veevotech

11/2021 - 12/2021

Peshawar

Achievements/Tasks

- Maintaining Accounts
- Maintaining Patty cash
- Supply Chain Management
- Working on Online portals i.e. Empleado

Finance Intern

Federal Board of Revenue (FBR)

08/2021 - 10/2021

Peshawar

Achievements/Tasks

- Daily Collections.
- Maintaining Daily Records.
- Maintaining Office Records.
- Tax Management Software i.e. ITMS, IRIS.

SKILLS

MS Office

Pivot Tables

Solvers

Bookkeeping

Graphs

Solver

Communication

Team Work

Responsibility

Flexibility

ITMS

IRIS

Empleado

PERSONAL PROJECTS

Online Store (2019 - Present)

- Running an online store (Charsadda_Chappal) which is dealing in traditional footwear stuff.

ORGANIZATIONS

Proeducation Platform For Champions
(2018 - 2020)

Executive Director (Served as Director of Peshawar chapter, Organization was dealing in students affairs i.e Conducting seminars, drives etc.

CERTIFICATES

Certificate for Best Marketing (2017)

Business Fest 2017

LANGUAGES

Urdu

Full Professional
Proficiency

English

Full Professional
Proficiency

Pushto

Full Professional
Proficiency

Panjabi / Hindko

Full Professional
Proficiency

INTERESTS

Cricket

Running

Music

Travelling

Reading

Riding