

# HAMZA ASLAM BUTT

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## OBJECTIVE

I want to improve my intellectual capacity and gain professional experience by working in an organization that can harness my skill set and help me augment my professional development.

## EDUCATION

	<i>DEGREE</i>	<i>YEAR</i>	<i>INSTITUTE</i>
	• MBA Finance	2014	Comsats Institute of IT, Lahore
	• B.Com(HONS) Finance	2011	Hailey College of Commerce, Lahore
	• F.A.	2007	Govt.Islamia College, Lahore
	• Matriculation	2005	Cathedral High School, Lahore

## WORK EXPERIENCE

### **Air Link Communication Ltd (Official Partner of Huawei, Samsung, Alcatel & Tecno)**

#### ***Accounts Executive Mar 2017 (Cont)***

- Manage the office supplies, reporting head office all expense incurred during a week
- Issue receipts, manage refunds and credits due on customers
- Disbursement of Salaries
- Monthly Audit of Store Inventory
- Reconciliation of Branch and out stations Cash Collection (Cash Receipts VS deposited)
- Delivery of hand set after Repair
- Identify prices of parts, insured services charges and tabulate bills
- Payments received during a time period and reconcile this with sales

#### **Digintel (Seller at Amazon)**

#### ***Accountant Dec 2016 to Aug 2017***

- Reconciliation of online credit card transactions
- Preparation, analysis and reporting of financial accounts
- Management of payroll accounts and disbursement of salaries

	<ul style="list-style-type: none"> <li>▪ Reconciliation of cash book with bank accounts</li> <li>▪ Supporting finance manager in financial analysis and Budgeting</li> </ul> <p><b>Usman Traders (Distributors of Shan Cooking Oil)</b></p> <p><b><i>Assistant Accountant Dec 2014 to Nov 2016</i></b></p> <ul style="list-style-type: none"> <li>▪ Preparation of overall operations of Revenue</li> <li>▪ Payment Booking-Knock Off</li> <li>▪ Maintain Ledger's &amp; Outstanding Report On Daily Basis</li> <li>▪ Preparation of monthly &amp; Annual Sales &amp; Collection Budget</li> <li>▪ Ensuring the accuracy of booked revenue &amp; Collection</li> <li>▪ Preparation of ageing analysis of receivables</li> <li>▪ Liaison with auditors for verification of vouchers and other statements</li> </ul> <p><b>Onur Air Lines (Jeddah, Saudi Arabia)</b></p> <p><b><i>Interpreter Oct 2011 to Dec 2011, Sep 2014 to Nov 2014</i></b></p> <ul style="list-style-type: none"> <li>▪ Translation services and helping and guiding the travelers in the planes</li> <li>▪ Ability to work for long hours without break</li> <li>▪ Awarded with three appreciations for my services to clients</li> </ul> <p><b>British Council</b></p> <p><b><i>Exam Invigilator May-Jun, Dec 2012, 2013, 2014</i></b></p> <ul style="list-style-type: none"> <li>▪ Offering advice and guidance to students</li> <li>▪ Managing and leading team of invigilators</li> <li>▪ Adherence to the rules and guidelines by CIE</li> <li>▪ Experienced Team Player</li> </ul>
<b>EXTRACURRICULAR ACTIVITIES</b>	
	<ul style="list-style-type: none"> <li>▪ Outdoor Sports</li> <li>▪ Network gaming.</li> </ul>
<b>SKILLS</b>	
	<ul style="list-style-type: none"> <li>▪ MS Word, Excel, SAP &amp; QuickBooks</li> <li>▪ English, Urdu, Persian and Punjabi</li> <li>▪ Biometric Housing Software</li> <li>▪ Communication and interpersonal persuasion skills.</li> </ul>