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| **NAJAM UL HASSAN**  **Contact:** +92-322-4654365.  **Email Id**: najamhassan325@gmail.com  **Address:** House No. E-547/1 Street # 3, Gulshan Park  Defence Road Lahore Cantt. |  |

**Objective**

My main objective is to work as a member of a team in a well-reputed and dynamic organization. An organization, that provides me with the opportunity to apply my technical, management, decision-making and communication skills, to produce satisfying, innovative and successful solutions to problems that may be faced.

**Areas of Interest**

* Education & Training
* Accounting & Financial Reporting
* Administration
* Performance Management
* Computer Application in Business
* Total Quality Management

**Professional & Academic Backgroud**

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| **Title Of Degree** | **Passing Year** | **Institution** | **Specialization** |
| BS(Accounting and Finance) | 2018 | University Of Central Punjab | Accounting & Finance |
| F.Sc | 2014 | Punjab Group Of Colleges | Pre Engineering |
| Matriculation | 2012 | Fazaia Inter College. | Science |

**Computer Skills and Expertise**

* MS Office
* Internet browsing

**Experiences**

**DG KHAN CEMENT HEAD OFFICE LHR.**

* 7 Months Experience in Import department & Finance in **DG CEMENT HEAD OFFICE LAHORE** and perform all the operations which are mentioned below.
* Ensure that financial transactions are properly updated and recorded.
* Ensure account receivables and payables activities are performed accurately and timely.
* Performed Routine transaction postings in **ORACLE CLOUD.**
* Processing of Invoices and payments, deduction of withholding tax.
* Dealing with all facets of Banking activity including vast experience of **L/C**, **Advance Payment** and **CAD**.
* Timely customer Invoicing.
* Document tasks performed on a daily basis.
* Ability to identify opportunities and solutions for process improvement along with the skills of planning and implementation of these solutions.
* Reconciliation of Various Accounts.
* Any other work assigned from time to time.

**Teaching Experience**

* 4 years teaching experience (Mathematics) up to FSC level.
* 4-year experience of running academy centre from primary to higher secondary level.

**Certificate/Awards:**

* Management of workshop **(let’s Read Safians)**
* Certificate of Volunteer in service department

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**Projects:**

* **“Principles of Marketing”** visited Fresher juice (AL-Hilal) Pakistan as a project Head in 2016 with Arslan Mustafa (Professor in university of central Punjab).
* Organize Catering hub as a senior accountant with Tahira Azam **(Professor in university of central Punjab)**
* Project on psychology as group leader related **(Issues related to residential areas).**

**Personal Information**

* Father’s Name Ghulam Fareed Sabir
* Marital Status Single
* Date of Birth 12th August 1996.
* Religion: Islam
* Province Punjab

**Additional Information**

**Strengths:**

* An enthusiastic, organized and self-motivated person with a high degree of honesty, discipline and professionalism.
* Analytical thinker with an ability to conduct research, data analysis and resolve complex problems
* Excellent analytical, interpersonal and communication skills facilitating an ability to quickly build a rapport with colleagues and clients.
* A team player with a responsible approach to work as well as inability to lead others in challenging fast paced projects and environments or the achievement of personal and business goals.
* Focus on quality work with in time boundaries.
* Pleasant manners with high sense of commitment, loyalty, integrity and patience.