**CURRICULUM VITAE**

**Hassan Ali**

Position:  **Admin**

Experience: **3 years**

Qualifications: **Bachelor of Commerce**

Mobile**: +92-333-9994415**

Current Location: **Gujranwala, Pakistan**

Email**:** [**Hassanriaz216@gmail.com**](mailto:Hassanriaz216@gmail.com)

##### Summary of Career

To enhance my skills through passionate challenging, Career oriented and Motivational tasks by working in a dynamic environment in pursuit of communication Expertise. Possessing effective organizational skills and excellent working knowledge of Management and having a commitment to keep up to date with the latest developments.

##### Employment Records

##### **Name of Institution: City Collage of Science**

##### **Job position : Accounts Admin**

* Follow up on the payments of clients
* Making Bank reconciliation and Balance sheet.
* Ensure all process timelines are up to date and met.
* Day by Day, entering all the transactions related to cash flow.
* I have good knowledge of Computer and I was performing my services in City Collage of science.
* And I have Managing the Whole Office Work.
* Installing and configuring of computer hardware, software, systems, networks, printers and scanners

##### **Name of Institution: Word Advertiser**

##### **Job position : Office Administrator**

* Monitoring and maintaining computer systems.
* Monitor and perform daily cash book task
* Providing support, including procedural documentation and relevant reports
* Daily Management of whole work.
* Handling desktop users and problem management in desktop area
* Provide support users for office 365.

##### Skills

* **Communication Skill Window OS**
* **Team Work Leadership**
* **Management Microsoft Outlook**
* **Microsoft Office Office 365**

##### Academic Qualification

* **Bachelor of Commerce**
* From University of the Punjab
* 2012-2015

##### Personal Information

* **Father Name**: Muhammad Riaz
* **Address**: Gujranwala, Lahore Pakistan
* **Language:** English**,** Urdu