



Hamza Aslam

Career Objective

My objective is to work for your organization to my best that will enable me to grow as professional and as an individual. I am eager to work for this forum with my best abilities and to be a part of an organization that likewise espouses this forward thinking mentality. Thanks for taking a few moments of your time to pursue my qualification and background.

Education

Qualification	Year	Marks/ CGPS	Board/ Institute
<i>Bachelor of Business Administration</i>	2022	2.56/4.00	University of Punjab
<i>B. Com</i>	2017	706/1500	University of Punjab
<i>FSC (Pre-Eng)</i>	2015	483/1100	BISE GUJRANWALA
<i>MATRIC</i>	2013	798/1050	BISE GUJRANWALA

Experience

- 02 Year experience as a Cashier at Summit Bank Kutchery Chowk Gujrat Pakistan.

Responsibility & Duties:

- Acting as a point of contact for customers, clients or suppliers via email, over the phone or in person
- Manage all accounting transactions
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Hands-on experience with accounting software like (H Plus)

Key Skills

- Excellent Communication Skills
- Good Commercial Awareness
- Good Negotiation skills
- Good Organizational Skills
- Sincere Approach in Duties and Responsibilities
- Willing to use new Technologies
- Critical Thinking & Leadership Skills
- Great at Problem Solving

References

Will be provided on demand.

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Personal Information

Father Name: Muhammad Aslam

Date of Birth: 30-09-1996

Marital Status: Single

Gender: Male

CNIC: 34201-8466255-5

Passport/QID ZC1822551

Address: Doha, Qatar

Interest

- Internet Surfing
- Books Reading

Languages

English
Urdu
Punjabi
Hindi