



Muhammad Danial Hassan

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Gender: Male **Date of birth**: 08/03/1995 **Nationality**: Pakistani

ABOUT ME

I am an **experienced banking professional** with **5 years of expertise** in the banking industry. My background includes a year of experience as an **accountant** in the UAE. As a **business administration graduate**, I bring a strong foundation in financial management, strategic planning, and customer relations. Driven by a passion for excellence, I am now seeking a **new and challenging job role** where I can contribute my skills, drive growth, and make a meaningful impact. My adaptability, attention to detail, and commitment to continuous learning set me apart as a valuable asset to any team. Let's connect and explore how I can add value to your organization!

WORK EXPERIENCE

[21/09/2023 – Current]

Accountant

Mansi Star Tourism LLC <https://www.mansistartours.com/>

City: Dubai | **Country**: United Arab Emirates | **Email address**: info@mansistartours.com | **Business or sector**: Arts, entertainment and recreation

1. Maintaining accurate and up-to-date books of accounts
2. Reconciling bank statements and ensure discrepancies are resolved promptly.
3. Ensuring all financial transactions are recorded accurately and in a timely manner.
4. Preparing and analyzing financial statements, including balance sheets, income statements, and cash flow statements.
5. Managing the month-end and year-end closing processes.
6. Preparing regular financial reports as per Management Requirement.
7. Ensure compliance with UAE tax regulations, including VAT filing and reporting.
8. Preparing Invoices and Bills.

[24/09/2018 – 21/08/2023]

Banking Services Officer

Allied Bank Limited <https://www.abl.com>

City: Gujranwala | **Country**: Pakistan | **Business or sector**: Financial and insurance activities

1. Supervision of Local & Online Transactions (Cash + Transfers)
2. Handling of Home Remittances Payments
3. Cash Management, CTR/STR Reporting
4. Checking of Daily Vouchers Activity
5. ATM Reconciliation/Replenishment & Balancing.
6. Account Opening (KYC, CDD/EDD, Cheque Books, Stop Payments, Dormant A/c Activation).
7. Planning and supervision, including close interaction with client's management and on-job professional development of staff.
8. Fixed Assets (Reporting, Depreciation, Verification)
9. Income & Withholding Tax Matters/Certificates.
10. Preparing & Checking of Reports for SBP (ITRS) & Income Tax Office
11. Branch Management and Supervision

EDUCATION AND TRAINING

[09/04/2018 – 14/09/2018]

Management Trainee Officer

Allied Bank Limited www.abl.com.pk

City: Lahore | **Country:** Pakistan |

[25/09/2013 – 31/07/2017]

Bachelor of Business Administration

University of the Punjab <https://www.pu.edu.pk/>

City: Gujranwala | **Country:** Pakistan |

[15/09/2011 – 31/08/2013]

Intermediate of Commerce

The Educators College

City: Gujranwala | **Country:** Pakistan |

[05/04/2009 – 16/08/2011]

Matriculation

Govt High School

City: Sheikhpura | **Country:** Pakistan |

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C1 **READING** C1 **WRITING** B2

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

My Digital Skills

Zoho books | Microsoft Excel | Social Media | Power BI, Power Pivot | SQL and MS-SQL
| Microsoft Powerpoint