



Muhammad Hamza Azeem

Accountant



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PROFILE

Having 3+ years of experience in the field of Accounts. I wish to enhance my skills & explore greater responsibilities in the field of Accounts.

EDUCATION

Bachelor of Commerce
(B.com) 2018

EXPERTISE

- MS Office
(Conditional Formatting)
- Dynamics365
- Zoho Book
- Quick books
- Tally

LANGUAGES

- ENGLISH
- HINDI
- URDU

VISA STATUS

VISIT VISA VALID
(05-06-2024)

EXPERIENCES

Borjan Shoes (Pakistan)

2022- 2024

Accounts Officer

- Posting Daily revenue or Expense in Software.
- Perform daily accounting tasks, including transactions processing and journal entries, to ensure the financial system is up-to-date and accurate.
- Managing accounts payable and receivable functions.
- Provide support during audits and assist in resolving discrepancies.
- Perform processing and posting of all invoices, expense forms and requests.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Update daily revenue reports both for internal distribution and corporate distribution.
- Remittance handled & Bank reconciliation.
- Prepare Debit & Credit Notes.
- Processing refunds.

Farman & Co (Pakistan)

2021- 2022

Assistant Accountant

- Manage daily banking requirements, cash deposits, and prepare bank reconciliations.
- Conduct thorough customer account reconciliations and follow up on discrepancies.
- Analyzes customer's payment and allocates them against statement of accounts.
- Monitor and track financial transactions, expenses, and budgets to ensure compliance with regulations and company policies.
- Collaborate with other departments, such as purchasing, sales, and operations, to coordinate financial activities and support business operations.
- Verify all invoice received are correct and that the services were received and completed before payments are made.
- Maintain and update files for payments documents, invoices, and purchase orders, accounts payable.