

Hammad Altaf



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SUMMARY

- Experienced in IT and well computer operator
- Well experience in managing finance and accounts
- Strong focus on management requirements, customer service and satisfaction
- Qualified, well-trained, finance & accounting professional with experience of supervisory & decision-making positions.
- Have detailed knowledge of accounting procedures, finance management
- Possess excellent analytical, management, administration & problem-solving skills.

WORK EXPERIENCE

First Venture Call Center Services, Dubai, UAE

Telesales executive June 2024 – Aug 2024

Achievement/Task

- Makes sales calls to potential customers.
- Promotes products and services.
- Builds relationships with clients.
- Tracks sales and follows up on leads.

Sah el nom Restaurant Bluewater Island, Dubai, UAE

Waitress/Cashier April 2024 – June 2024

Achievement/Task

- Taking orders from customers
- Serving food and drinks
- Ensuring customer satisfaction
- Maintaining cleanliness



Enigmatix, Bahawalpur, Pakistan

Internship as Frontend Developer Sep 2023 – Feb 2024

Achievement/Task

- Collaborate with designers and backend developers to implement user interfaces.
- Write clean, efficient, and maintainable HTML, CSS, and JavaScript code.
- Optimize, testing and debugging web applications for speed and scalability.
- Troubleshoot and resolve frontend issues reported by users or QA team.
- Document code and contribute to team knowledge sharing.



Western Union Exchange, Pakistan

Remittance Clerk Mar 2022 to Jul 2023

Achievement/Task

- Processed money transfers accurately and efficiently.
- Assisted customers with transactions and currency exchanges.
- Ensured compliance with financial regulations and security protocols.
- Managed transaction records and resolved customer inquiries.



MINA AL ARAFAT TRAVELS Pvt Ltd, Pakistan

Travel Agent Feb 2020 – Jan 2021

Achievement/Task

- Destination Research and Recommendations
- Flight Booking and Ticketing
- Hotel Reservations
- Vacation Packages
- Travel Insurance
- Visa Assistance



EDUCATION

Bachelor of Science in Information Technology

Sep 2019 – Sep 2023

The Islamia University of Bahawalpur

- Excellence Major in IT.
- CGPA 3.35

ADDITIONAL INFORMATION

- **Technical Skills:** Expertise in Microsoft Excel, and Power Point, Expertise in Financial Accounting Manual and also in computerized, Software and hardware skills, Social Media, Email, Content and Product Marketing, Advance Computers kills, Experience in the field of Accounting.
- **Languages:** English, Hindi, Urdu, Panjabi.
- **DOB:** 11 April, 2002
- **Visa Status:** Expiry 15/05/2026
- **Awards/Activities:** HEC Scholarship holder and awarded once in a HEC All Pakistan Intervarsity Football Tournament, We got 3rd Position (Silver Medal).

I hereby declare that the information given by me is true and accurate to the best of my knowledge.

Hammad Altaf