



MUHAMMAD HAMZA SAEED

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Okara, Pakistan

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EDUCATION

Diploma in Autocad

Government Technical Training
Institute Okara-Pakistan

2017

Intermediate in Computer Science

Government Degree
College Pakistan

2016-2018

Matriculation in Science

Government M.C High
School Pakistan

2014-2016

Diploma in 3d Max

Modern Computer College
Lahore-Pakistan

2020

PROFESSIONAL SUMMARY

4 years of experience in accounting, data entry and cashier. Possessing strong analytical skills and deep knowledge of accounting software, I can swiftly compile data into accurate statements. And I am confident in my ability to deliver results under pressure while maintaining excellent standards of quality control. Strong work ethic and commitment to integrity and accurate record keeping. maintaining receipts, issuing invoices, doing basic accounting tasks, reimbursing customers, and removing defective or expired items from shelves. Accurately handle cash process transaction and proficiently operate POS terminals scanning items and process various payment methods. Also have a strong cash handling experience and make daily cash report.

WORK EXPERIENCE

Cashier

2024-Present

AR Confectionary / Hoest , Lahore-Pakistan

- Manage transactions with customers using cash registers.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Enter transactions into accounts receivable system, cash register or cash receipt journal/log.
- Make Daily Cash Report and submit it to the CFO at the end of the day.
- Receive Cash From The Bank Rider and Make Payments According To The Given Plan.

Retail Cashier

Jalal Sons, Lahore-Pakistan

2023-2023

- Accurately handle cash, process transactions, and provide correct change.
- Proficiently operate POS terminals, scan items, and process various payment methods including cash, credit/debit cards, and mobile payments.
- Ensure accuracy in pricing, scan items correctly, and prevent errors in transactions.
- Greet customers, assist with inquiries, and resolve issues in a friendly and efficient manner.

PERSONAL INFORMATION:

- **Nationality** : **Pakistan**
- **Date of Birth** : **13-05-2001**
- **Religion** : **Muslim**

LANGUAGES

- **English (Intermediate)**
- **Urdu (Native)**
- **Punjabi (Native)**

SKILLS

- **MS Office**
- **ZOHO Books**
- **Quickbook**
- **AutoCAD**
- **3D Max**
- **MSK Financials**
- **Accounting**
- **Effective Communication Skills**
- **Team Work**
- **Management**
- **Data Entry**
- **Problem Solving**
- **Cash Handling**
- **Power POS**

REFERENCES

WILL BE PROVIDED IF REQUIRED

Accounts / Office Assistant

Mecha Trade DMCC, Dubai-U.A.E

2023-2023

- Data Entry of Expenses in Zoho Books.
- Thorough review of expense sheet and reporting to Director.
- Estimates and Delivery reports generation.
- Coordinating with Office staff related to Official work.
- Managing Daily and Weekly tasks
- Submittal drafting.
- Reports Generation for Various Sites.

Accounts Assistant / Cashier

Genius Food Products, Lahore-Pakistan

2021-2023

- Review company financial records, reports, and other information to check for accuracy and ensure details align with company goals and procedures.
- Manage all accounting transactions.
- Designed and used a computer record-keeping program that has helped reduce wasteful spending.
- Processing and receiving payments and issuing receipts to customers as they leave with their purchases.

Accounts Assistant

Usman Traders, Lahore-Pakistan

2019-2021

- Managed a new system of record keeping for employees to input all spending and record all company payments and invoices.
- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Plan, assign, and review staff's work.
- Support month-end and year-end close process.
- Prepares, compiles, and sorts documents for data entry. Verifies and logs receipt of data.

Store Keeper

Genius Food Products, Lahore-Pakistan

2018-2019

- Received incoming stock items for storage and distribution within the department.
- Maintained accurate inventory of all items in the stockroom.
- Maintained inventory on all controllable items including packing boxes and master cartons.
- Stocked materials according to the prescribed inventory system.