



## Contact

**Phone**

0565576979

**Email**

hamzabangash2480@gmail.com

**Linkedin**

www.linkedin.com/in/hamza-shabir-633759249

**Address**

Dubai, United Arab Emirates

**Date of Birth**

20-Jan-1997

**Nationality**

Pakistani

**Religion**

Islam

**Marital Status**

Single

**CNIC No**

17301-1280148-1

**Visa Status**

Visit Visa

## Skills

- SAP (ERP) Business One
- MS Office
- QuickBooks
- Team work
- Multi-tasking
- Independent, Optimistic, Honest

## Language

English

Urdu

# Hamza Shabir

## Accounts Officer

I intend to join a private or public sector organization of repute, any where in abroad, where I can demonstrate working even better on a mid management level in the accounting. I am confident that I can assist the stakeholders in making quickest business finance decisions, developing and monitoring financial reporting procedures and systems of all types of standards.

## Experience

### Accounts Officer

AYS International (Feb 2023- Oct 2023)

- Reconciliation of Bank Statements and other payables.
- Processing of Monthly Payroll and other incentives.
- Scheduling Vendor payments and cash flows.
- Maintaining books of accounts.
- Analysing Sales, Recovery and other Receivables Aging.
- Maintain inventory records and their monthly reconciliation with ERP (SAP).
- Analysing daily cash reports and maintaining cashflows for the monthly petty expenses.

### Branch Accountant

AYS International (Sep 2022 - Feb 2023)

- Posting of general entries against head of accounts in SAP Business one.
- Petty cash maintenance.
- Analysing sales documents, customer recoveries and maintaining their record in ERP.
- Generating Sales Invoices.
- Document Controller.

## Education

### Bachelor of Business Administration (BBA Finance)

University of Agriculture Peshawar Pakistan (2018-2022)

## Certifications

- MS Office
- QuickBooks
- Right to Play (Youth as Leader Workshop 2014)

## Reference

Will be provided on the demand