

Hasib Ullah

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Dubai, United Arab Emirates

Summary

Dynamic finance professional with a solid foundation in bookkeeping, cashiering, and accounting. Demonstrated success in a construction company, progressing from bookkeeper cum cashier to account assistant over six years. Currently excelling as an accounting clerk in a pharmaceutical company, showcasing adaptability and a proven track record of contributing to financial excellence.

Career Objective

To obtain a challenging finance role in a reputable organization where I can utilize my skills, education and experience to contribute towards the growth and success of the company while developing my own professional career.

Education

Master of Business Administration in Finance

March, 2018

University of Peshawar, Peshawar, Pakistan

Skills

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| • Bookkeeping & Cash Handling. | • Loading & unloading. |
| • Account Reconciliation. | • Shelves Restocking. |
| • Data Entry & Analysis. | • Hands-on Xero & SAP B1. |
| • Accounts Payable/Receivable. | • Hands-on Tally Prime & ERP 9. |
| • Proficient in QuickBooks & MS Excel. | • Positive attitude and quick learner. |

Work Experience

Accounting Clerk

March 2023 - Present

Human Care Laboratories, Peshawar, KPK

- Maintain organized and up-to-date financial records, including invoices, receipts, and other relevant documentation.
- Reconcile accounts payable and receivable to resolve discrepancies and maintain accurate financial reporting.
- Assist in preparing financial statements and reports for internal and external stakeholders.

- Collaborate with other departments to ensure accurate and timely financial information exchange.

Accounts Assistant

June 2018 - November 2022

Sarhad Engineering & Electric Company, Peshawar, KPK

- Managed and performed full-cycle accounting functions.
- Conducted account reconciliations, journal entries, and month-end/year-end close procedures.
- Demonstrated analytical skills by conducting financial analysis to identify potential areas of improvement for clients.
- Utilized MS Excel and QuickBooks for accounting tasks, including financial statement preparation, journal entries, and account reconciliations.
- Prepared budgets and forecasts and analyzed financial data to support business decisions.
- Managed accounts payable and receivable functions and processed payments.

Bookkeeper

August 2016-March 2018

Sarhad Engineering & Electric Company, Peshawar, KPK

- Managed all aspects of bookkeeping for the company, including accounts payable, accounts receivable, and general ledger functions.
- Processed and reconciled invoices and payments using MS EXCEL.
- Conducted monthly bank reconciliations and prepared financial statements.
- Prepared payroll and remittances for the employees.
- Coordinated with external accountants to ensure accurate tax filings.

Storekeeper Cum Cashier

May 2009 - April 2016

Self-Grocery & Departmental Store, Peshawar, KPK

- Managed inventory and maintained stock levels, ensuring proper storage & handling of goods.
- Processed sales transactions, handled cash & managed daily cash flow.
- Provided excellent customer service and resolved any customer complaints.
- Managed the store's accounting records and prepared financial reports.
- Verified and inspected received goods for damages and quality issues.
- Maintained a clean and organized work environment.

Languages

- English
- Urdu
- Pushto

References

Available upon request.