

Hitik Sobhani

ACCOUNTANT

Hi, I'm Hitik, a commerce graduate enthusiastic about blending my academic knowledge with real-world experiences. Through coursework and extracurricular activities, I've developed strong skills in accounting, and I'm eager to apply them in a professional setting.



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+92-334-0012111

Karachi, Pakistan

EDUCATION

ACCA (Entry Level)

Association of Certified Chartered Accountants (UK)

01/2020 - Present

A Level

Sceptre College

08/2017 - 08/2019

Karachi, Pakistan

Courses

- Commerce

WORK EXPERIENCE

Finance Officer

SQUARE FEET MARKETING

04/2021 - 12/2023

Sukkur, Pakistan

The company is indulged into the business of marketing of real estate firms.

Achievements/Tasks

- Maintaining company accounts and day to day transactions
- Helps in audit processes and reconciliation
- Aids in invoicing and payroll

ACCA TRAINEE

P&M PRIVATE LIMITED

03/2020 - 03/2021

Karachi, Pakistan

The company's core operations include construction of the buildings.

Achievements/Tasks

- Gained hands-on experience in audit procedures, risk assessments, and ensuring compliance with accounting principles and regulations.
- Assisted in the preparation of financial statements, conducted financial analysis, and contributed to assessing financial risks.
- Collaborated with cross-functional teams, providing support in financial reporting, reconciliation, and assisting in the implementation of internal control measures.

SKILLS

Bookkeeping

MS Office

Analytical Thinking

Multitasking

Communication and Presentation Skills

Flexibility

Time Management

STRENGTHS

• Attention to Detail

"Exhibits exceptional attention to detail, ensuring accuracy and precision in financial analysis, reporting, and data management."

• Pressure Handling

"Demonstrates exceptional ability to effectively handle and thrive under pressure."

• Team Playing

"Demonstrates exceptional teamwork skills, collaborating effectively with colleagues to achieve shared goals."

LANGUAGES

English

Professional Working Proficiency

Urdu

Full Professional Proficiency

Sindhi

Native or Bilingual Proficiency

INTERESTS

GAMES

MUSIC

TRAVELLING