



# HAMID MIRAN SUBHANI

**Rawalpindi, Pakistan** • **Tel:** + (92) 3475078095 • **Email:** hamidmiransubhani5@gmail.com

• **LinkedIn:** <https://www.linkedin.com/in/hamid-subhani-34381425a>

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Dedicated professional seeking the opportunity to expand skills in finance / Accounting in contributing to the company's success. I am considered Hardworking ethical, detailed-oriented, and being proactive by using effective communication and relationships-building skills to foster collaborative solutions. My communication strength, people centric nature and eagerness to please have afforded me excellent Skills System Administration · Cash accountant · Petty Cash · Cash Flow · Inventory Analysis · Financial Analysis · Microsoft Office · Team Management · Team Development · Problem Solving · Communication · Visual Merchandising · Leadership, Team Leadership · Customer Service, QuickBooks, Tally ERP/Prime, Handling/ Public Manage Labor Relation and I know How to Control any Critical Situation

## WORK EXPERIENCE

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| <b>2023 – Current</b>  | <b>Accountant cum Documents Controller</b> | <b>Malik Traders</b>                       | <b>Islamabad (Pakistan)</b>   |
| <ul style="list-style-type: none"><li>▪ When receive work order Supply Demand make Bills add 18% VAT at MS Excel Transferred Files Municipal Corporation.</li><li>▪ Dealing clients Receivable, Payable, Payroll amounts e.g Transports, Carriage inward, Tool tax, Staff Salaries etc.</li><li>▪ When Company amount Cheque Ready Deposit Company Account</li></ul> |  |  |                               |
| <b>2022– 2023</b>  | <b>Accountant</b>                          | <b>Pioneer International Trading L.L.C</b> | <b>Deira, (UAE)</b>           |
| <ul style="list-style-type: none"><li>▪ Cash Collection Different Shipping Trading Firms and services to clients sending Money other Countries.</li><li>▪ UAE TAX Free Country VAT 0%</li><li>▪ Prepared documents for Company, Submitted Emirates Bank, BBL and amount.</li></ul>   |  |  |                               |
| <b>2020– 2022</b>  | <b>Customer Service Representatives</b>    | <b>Ufone Telecommunication</b>             | <b>Rawalpindi, (Pakistan)</b> |
| <ul style="list-style-type: none"><li>▪ Dealing Customer Guide Company related information, Calls and Internets reasonable packages.</li><li>▪ Sales Company accessories and internet Devices 4G Speed Super-Fast internet.</li><li>▪ Customer fully satisfied my services I build good relation with customer.</li></ul>  |  |  |                               |

## RELEVANT SKILLS

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- **Computer skills:** Microsoft Office, Documents Scanning , Printing ,in page ,Email Forward
- **Technical:** Accounting, Receivable , Payable ,Payroll , Data Entry ,Documents Controller
- **Professional/Social:** Communication, Typing , Teamwork, Flexibility, Confidence Building, Loyalty, Labor Relations, Leadership, Organization, Problem-solving, Customer Service Attention to detail ....
- **Languages:** English (Intermediate), Arabic (Beginner), Urdu (Fluent) Other Languages (fluent)

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## EDUCATION

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| <b>2015-17</b> Secondary School The Vision Informatics Schools<br>My Secondary School Subjects General arts  | <b>(Rawalpindi, Pakistan)</b> |
| <b>2017-19</b> Intermediate/High School <i>Rawalpindi</i> Collage Of Commerce<br>My Intermediate/High School Subjects Arts, Education and Humanity | <b>(Rawalpindi, Pakistan)</b> |
| <b>2017</b> <i>Basic IT Certificate</i> The Vision Academy of IT   | <b>(Rawalpindi, Pakistan)</b> |

## PROFESSIONAL CERTIFICATIONS

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| <b>MS Office Professional</b><br><b>2023</b> <i>Accountant Certificate</i> FEN Institute | <b>(Rawalpindi, Pakistan)</b> |
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## PROFESSIONAL CERTIFICATIONS

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| <b>Tally ERP /Prime</b><br><b>2023</b> <i>Accountant Certificate</i> TwinCity Institute of Professional Studies | <b>(Rawalpindi, Pakistan)</b> |
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## PROFESSIONAL CERTIFICATIONS

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**QuickBooks**

