

Hamza Naseem Awan



Personal details

Hamza Naseem Awan

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03461260009

H # v547 mohallah ghousia street 6 Chaklala Rawalpindi 64000 Rawalpindi

August 19, 1996

Skills

Book keeping

Bank Reconciliation

General Ledger Entries

Administrative Support

Microsoft Office

Adobe Photoshop

Photo editing

Excellent Communication

Languages

English

Urdu

Education

Bachelors

Capital University of Science & Technology, Islamabad

Accounting and Finance

Feb 2017 - Mar 2021

Intermediate

Fazaia Inter College Nur Khan, Rawalpindi

Pre-Engineering

Mar 2014 - Dec 2016

Matriculation

Bab-UI-Elm Higher Secondary School, Islamabad

Mar 2013 - Jul 2014

Employment

Accountant

Universal Securites and Investment, Remote

Jul 2024 - Sep 2024

- Handled day-to-day accounting processes to drive financial accuracy.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Managed cash flow effectively, ensuring all company liabilities were met promptly and surplus funds were invested wisely.
- Streamlined month-end closing processes, resulting in reduced time spent on financial reporting tasks.

Assistant accountant

Crown Mall & Residency, Islamabad

Jun 2023 - Aug 2024

- Maintained detailed financial records of accounts receivable and payable status and bank reconciliations.
- Reviewed general ledger entries and assessed accuracy.
- Assisted with timely month-end closing procedures, resulting in accurate financial reporting.
- strong relationships with vendors by fostering an environment of trust.
- Month-end and year-end closing processes to support the accuracy and completeness of financial reports.
- Played key role in negotiating terms with vendors, leading to cost savings in procurement.
- Collaborated with other departments for efficient inter-departmental communication regarding financial matters.
- Supported optimal inventory management by tracking purchases, sales, and adjustments for accurate reporting.
- Reconciled balance sheet figures and sought assistance to reduce errors.

Digital marketer

Forever Living, Remote

Oct 2022 - Feb 2023

- Tracked social media trends and adapted to attract target follower demographic.
- Created engaging content for Pinterest, Facebook, and Instagram.
- Boosted lead generation with the creation of engaging email marketing campaigns

Hobbies

- Biking
- Touring

Certificates

Volunteers in Service work	Jul 2018
Social and Community work under the supervision of the University Department at different places in Punjab	
Supervisor	Nov 2019
Supervise different Social work held by Helping Hand	