

Muhammad Hamza

ACCOUNTING AND FINANCE EXPERT

Summary

Detail-oriented Accounting and Finance Specialist with 3 years of experience in managing financial accounts, budgeting, and financial analysis. Skilled in streamlining processes to enhance efficiency and accuracy. Committed to upholding the highest standards in financial reporting and compliance. Seeking to contribute expertise in a dynamic organization to drive financial success and growth.

Contacts



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314 Street14, Sadiqabad
Rawalpindi

Education

UNIVERSITY

Bachelor of Business Administration
2019-2023

COLLEGE

Steps College Rawalpindi
l.com
2016-2018

Language

- English
- Urdu
- Punjabi

Experience



2024

ASSISTANT MANAGER FIXIT CONSULTECH

Experienced Assistant Manager with a proven track record in overseeing daily operations, enhancing team productivity, and ensuring efficient workflow management. Skilled in leading teams, coordinating projects, and implementing strategies that drive business performance. Adept at problem-solving and decision-making, with a focus on maintaining high standards of customer service and operational excellence. Demonstrates strong communication and leadership abilities, with a commitment to fostering a positive work environment and achieving organizational goals.

2023

2024

TEAM LEAD FIXIT CONSULTECH

Results-driven Team Lead with extensive experience in leading finance teams to deliver accurate financial analysis, reporting, and strategic planning. Adept at managing and mentoring team members, ensuring compliance with financial regulations, and driving process improvements. Strong leadership and communication skills, with a focus on fostering collaboration, optimizing financial operations, and supporting the achievement of organizational financial goals. Proven ability to manage multiple projects, meet deadlines, and contribute to overall business growth.

2022

2023

ACCOUNT OFFICER FIXIT CONSULTECH

Detail-oriented Account Officer with extensive experience in managing financial transactions, maintaining accurate account records, and ensuring compliance with financial regulations. Proficient in handling accounts payable and receivable, reconciling statements, and preparing financial reports. Skilled in analyzing financial data to support informed decision-making and improve financial performance. Demonstrates strong organizational and analytical skills, with a commitment to accuracy, integrity, and confidentiality in all financial operations.



MUHAMMAD HAMZA
ACCOUNTING EXPERT

Expertise

- ▶ AP & AR Management:
- ▶ Bank Categorization
- ▶ Bank & CC Reconciliation
- ▶ Payroll (ADP, Gusto, Remote)
- ▶ JE Posting
- ▶ Monthly Financial Reporting

Awards

EMPLOYEE OF THE MONTH

Fixit Consultech
2023

BEST PERFORMANCE

Fixit consultech
2024

Key Responsibilities

AP & AR MANAGEMENT

Efficiently manage accounts payable and receivable, ensuring timely payments and accurate invoicing.

BANK CATEGORIZATION

Accurately categorize bank transactions to maintain organized and up-to-date financial records.

BANK & CC RECONCILIATION

Reconcile bank and credit card statements to ensure financial accuracy and detect discrepancies

PAYROLL (ADP, GUSTO, REMOTE)

Oversee payroll processing across various platforms, ensuring timely and accurate employee compensation.

JE POSTING

Post journal entries with precision to maintain the integrity of the general ledger.

MONTHLY FINANCIAL REPORTING

Prepare and present comprehensive monthly financial reports for informed decision-making.

Software Skills



Certificate



Interests



Gaming



Reading



Cricket



Traveling



Gardening