

Hassan Ali

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CAREER OBJECTIVE

To be a part of an organization where I can enhance my professional skills and benefit the organization.

PROFESSIONAL EXPERIENCE

The Beaconhouse School System 29th April 2024 to Present	Working as Officer Accounts in The Beaconhouse School System. Job Responsibilities: ▪ Maintaining accurate and up-to-date financial records including ledgers, journals, and registers. ▪ Performing regular reconciliations of accounts to verify accuracy. ▪ Assisting in the preparation and monitoring of budgets, ensuring adherence to financial objectives. ▪ Analysing budget variances and provide recommendations for cost-saving measures where applicable. ▪ Overseeing accounts payable processes including invoice verification, processing payments, and vendor management. ▪ Maintaining imprest funds for petty cash expenses, ensuring proper documentation and reconciliation. ▪ Facilitating internal and external audits by providing necessary documentation and support. ▪ Implementing audit recommendations to strengthen internal controls and improve financial processes. ▪ Supervising the maintenance and upkeep of school facilities, including buildings, grounds, and equipment. ▪ Coordinating repairs, renovations, and improvements to ensure a safe and conducive learning environment. ▪ Providing administrative support to school management, teachers, and staff as needed. ▪ Assisting in the organization of school events, meetings, and activities like Annual Dinner, Annual Parents' Day & Gradutaion Orientations etc. ▪ Assisting in the recruitment and onboarding process for new staff members. ▪ Maintaining personnel records and ensure compliance with HR policies and procedures. ▪ Managing support staff in a school setting, such as cleaners, gardeners, janitors, and others
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Bank Al Habib 08th November 2022 to 03rd March 2023	Worked as Agriculture Finance Officer in Bank Al Habib (a growing financial institution working on rural financing in Pakistan). Job Responsibilities: ▪ Development of credit proposals based on applications received from borrowers. ▪ Ensuring that collaterals offered by borrowers are in accordance with the bank's credit manual. ▪ Calculation of collateral's value in accordance with methods prescribed in bank's credit manual (Price Index Unit or 3 average sale mutation method). ▪ Working closely with Credit Administration Unit to ensure that all formalities/ loan documentation is complete. ▪ Close liaison with borrowers to ensure recoveries of bank's dues. ▪ Ensuring that disbursement and recovery targets are met.
Zarai Taraqati Bank Limited (ZTBL) 20th January 2020 to 02nd November 2022	Worked as Credit Officer in ZTBL (a premier financial institution working on rural financing in Pakistan) from January 2020 to May 2022 Job Responsibilities: ▪ Initiation & recommendation of credit loan cases. ▪ Creation of charge in accordance with bank's credit manual. ▪ Valuation of security on Price Index Unit or 3 average sale mutation method. ▪ Ensuring timely recoveries of bank dues. ▪ Achieving disbursement and recovery targets. Performed duties as Assistant Manager Officer in ZTBL from June 2022 to October 2022 Job Responsibilities: ▪ Monitoring & managing various day to day financial transactions. ▪ Preparing monthly Bank Reconciliation of ZTBL Banker Account managed with Commercial Banks. ▪ Preparing financial reports, statements & summaries related to profitability. ▪ Ensuring adherence to SBP's financial regulations & ZTBL's internal policies. ▪ Achieving deposit targets.
S&P Global Market Intelligence July 2018 to January 2020	Worked as Data Researcher in S&P Global Market Intelligence (a US based financial service provider). Job Responsibilities: ▪ Collection of financial and non-financial data through various sources such as companies' press releases, SEC filings, NASDAQ etc. ▪ Analysis and reporting of financial and non-financial data for onwards reporting to various customers. ▪ Covering key developments and events in the relevant industry, including earning announcements, dividend announcements, auditors' changes, changes in executive management etc.

EDUCATION

- **MSc. Economics – CGPA 3.42**

Pakistan Institute of Development Economics – completed in 2017.

- **CA Foundation (Passed Six Papers)**

Institute of Chartered Accountants of Pakistan

- **Bachelor's in commerce – 69%**

University of the Punjab

SKILLS & KNOWLEDGE

- Have sound understanding of Accounting concepts
- Book-keeping process & Financial analysis.

COMPUTER SKILLS

Proficient in MS Office (MS Word, MS Excel and MS PowerPoint) and E-views.

UNIVERSITY PROJECTS

- Mini Thesis on Public Expenditures, Taxes and Economic Growth of Pakistan
- Conducted a survey and prepared a report on Impact of Climate Change on Human Health
- Conducted a university project titled “Mini First Aiders”

REFERENCES

Will be furnished whenever required.