



Hamza Saleem

Nationality: Pakistani **Date of birth:** 02/09/1997 **Gender:** Male

Phone: (+92) 3348733204 **Email:** hsaleem852@gmail.com

Home: Mohallah Chishtian Dhakoo Road Street#6, 48800 Chakwal (Pakistan)

ABOUT MYSELF

Dynamic and driven Business Administration graduate specializing in Finance with a strong foundation in financial management, analysis, and strategic planning. Proficient in utilizing financial tools and techniques to optimize business performance and drive growth. Demonstrated ability to analyze complex financial data and develop actionable insights. Strong interpersonal and communication skills, with a passion for collaborating in diverse teams to achieve objectives.

WORK EXPERIENCE

Internship

Askari Bank Ltd [03/07/2023 – 11/08/2023]

City: Chakwal | Country: Pakistan

- Assisted in daily banking operations including Account opening
- Learn about cheque clearing and Remittances
- Learn about functions of Accounts Department

Accountant

Ithad Traders [10/10/2023 – Current]

City: Chakwal | Country: Pakistan

- Maintaining ledger accounts and recording transactions
- Managing petty cash and journalizing entries
- Overseeing the record of accounting information and provide accounting information to stakeholders

EDUCATION AND TRAINING

BBA(Hons) Finance

University of Education, Township campus, Lahore [10/09/2019 – 31/08/2023]

City: Lahore | Country: Pakistan | Website: <https://ue.edu.pk>

DAE Electrical

Swedish Institute of technology chakwal [10/08/2014 – 20/08/2017]

City: Chakwal | Country: Pakistan

LANGUAGE SKILLS

Other language(s):

English

LISTENING C1 READING C2 WRITING C1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Google Drive / Accounting Software (Quickbooks, Account Edge)

PROJECTS

[02/02/2023 – 02/03/2023]

The impact of ethical Leadership and Organizational Climate on OCB;the mediating role of job autonomy

In this research project, the impact of ethical leadership and organizational climate on behavior was used as a mediator. When ethical leadership provide their employees with job autonomy then their of employees was determined by using quantitative research method. In this project, the job autonomy performance wil enhance. The employees performance also varies with a suitable organizational climate including its policies, methods and reward system

COMMUNICATION AND INTERPERSONAL SKILLS

Public speaking skill

It was gained through learning and participating in presentations during university life.

Attention to details

I gained this skill during my professional career in the bank as well as an accountant.

HOBBIES AND INTERESTS

Book Reading

Socializing