

BILAL HAMEED

PERSONAL PROFILE

Motivated and detail-oriented professional seeking a role in Accounting and Finance to leverage my expertise in financial analysis and management. Committed to contributing to the company's success by providing insightful financial strategies and enhancing overall performance.

PROFESSIONAL EXPERIENCE

❖ **Account Executive**

Wimits pharmaceutical Pvt Lmtd JUNE TO DEC 2024

- Manage sales invoicing and sales tax invoicing.
- Process sales returns and post Goods Received Notes (GRNs).
- Record purchase invoices, purchase returns and journal vouchers.
- Prepare bank payment and receipt vouchers.
- Maintain cash payment, cash receipt and cash book records.
- Manage sales tax books and ensure timely bank reconciliations
- Prepare financial documents for internal/external reporting

❖ **Account Assistant**

Agrivation Fertilizer Company Lahore | February to June 2024

Responsibilities:

- Managed accounts receivable records including invoicing, payment collection. Reconciled bank statements and credit card transactions on a regular basis.
- Prepared financial statements and invoices for customers. Maintained customer accounts by recording account transactions. Posted journal entries into general ledger system on a timely basis.
- Conducted periodic reconciliations of customer accounts to ensure accurate records. Performed credit checks on new clients and set up payment terms.
- Handled daily cash transactions and maintained petty cash fund.
- Conducted inventory counts and reconciliations to maintain accurate stock levels. Handled accounts payable and receivable, including invoicing and payment processing.

❖ **Intern**

Joyland Pvt Ltd | November 2023 to January 2024

Responsibilities:

- Conducted physical inventory counts of fixed assets on a periodic basis.
- Verified accuracy of data entered into various accounting systems related to fixed assets. Created reports to track additions, disposals, transfers and impairments of fixed assets. Monitored depreciation calculations and updated book values for all fixed assets.
- Reconciled differences between actual and recorded costs of newly acquired assets. Responded promptly to inquiries from internal stakeholders regarding status updates or questions about specific items included in the Fixed Asset Register.
- Performed monthly reconciliation of fixed asset register to the general ledger accounts. Maintained up-to-date information about location and condition of each asset within the organization's portfolio.
- Coordinated with other departments when needed regarding acquisition, disposal or transfer of any fixed asset.
- Gathered banking transactions via statements, recorded activity in Excel format and reconciled balances.

❖ **Intern**

PESCO | December 2022 TO March 2023

Responsibilities:

- Learned to operate ERP software systems.
- Gained understanding of creating and managing vouchers for transactions. Acquired skills in reconciling company accounts with bank statements.
- Maintained records and managed entries in the cash book. Handled tasks involving accurate and efficient data entry.
- Assisted in processing and managing invoices for transactions.

CONTACT

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PROFESSIONAL SKILLS

- ✓ Bookkeeping
- ✓ Data Entry Account
- ✓ Payable
- ✓ Account Receivable
- ✓ Inventory Management
- ✓ Stock Audit
- ✓ Bank reconciliation
- ✓ Customer Ledger
- ✓ Reconciliation
- ✓ Petty cash
- ✓ Daybook
- ✓ Financial statement
- ✓ Gap knowledge
- ✓ Bank payment/Bank receipt vouchers
- ✓ Cash payment/cash receipt vouchers
- ✓ Journal vouchers

SOFTWARE USED

- ✓ Fast Accounts
- ✓ SAP B1
- ✓ Pinnacle

ACADEMIC EDUCATION

❖ BBA Hons (Accounting and Finance) Islamia College University Peshawar	2018 - 2023
❖ Intermediate (Pre-medical) Bradford science College Karak	2016 - 2018
❖ Matriculation Alfalah high school karak	2014 - 2016

REFERENCES

Available upon Request.