

Muhammad Hamza Naseer

 Cell # +92 3478237088
 E-mail: hamzaijazi742@gmail.com

PROFESSIONAL OBJECTIVE

To serve in a progressive organization having provision for creativity and innovations, an organization having challenging work environment, result orientation and possessing corporate cultures where one can find a lucid career path.

PERSONAL TRAITS

- Well-organized, Dedicated, Committed & Punctual in every sense of a word.
- Strong Visualization and Analytical Skills.
- Fast Learning, Quick Thinking and Accurate & Timely Decision-Making Capabilities.
- Potential to work Independently & Efficiently under pressure with Result-oriented Approach.

Present Experience in International Non-Profit Organization (December 2022 to Continue)

Organization **KORT Educational Complex Akhtarabad
Mirpur AJK**

Assignment **Accountant**

Job Responsibilities.

- Documents financial transactions by entering account information.
- Prepares payments by verifying documentation, and requesting disbursements.
- Maintains general ledger accounts by reconciling accounts receivable detail and control accounts
- Secures financial information by completing database backups; keeping information confidential.
- ERP related work in All Accounts Module
- Prepares Withholding Tax Challan of Various Supplier

ACADEMIC QUALIFICATION

- **Bachelor of Banking & Finance (Pass) (2021)**
From the Mirpur University of Science & Technology Mirpur Azad Jammu & Kashmir, Pakistan.
- **Higher Secondary School Certificate - Intermediate (2017)**
From AJ&K Board of Intermediate and Secondary Education, Mirpur Azad Jammu & Kashmir
- **Secondary School Certificate - Matric (2014)**
From AJ&K Board of Intermediate and Secondary Education, Mirpur Azad Jammu & Kashmir

COMPUTER PROFICIENCY

➤ SOFTWARE PACKAGES

- ❖ MS- Word
- ❖ MS- Excel
- ❖ MS- PowerPoint
- ❖ MS- Internet Explorer
- ❖ MS- Outlook Express
- ❖ Various other essential office applications
- ❖ ERP

PERSONAL INFORMATION

NAME	:	Muhammad Hamza
DATE OF BIRTH	:	01 st January 1999
MARITAL STATUS	:	Un-Married
RELIGION	:	ISLAM
NATIONALITY	:	PAKISTANI
LINGUISTIC ABILITY	:	English, Urdu, Punjabi

EXTRA – CURRICULAR ACTIVITIES

- ❖ Interested in reading Books
- ❖ Internet surfing, reading books, Reading Newspaper

REFERENCES

References will be furnished upon request.