



# Muhammad Suleman Rahim Hassan

## PROFILE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

## CONTACT

- +92 333 6435994
- msulemanrahim@gmail.com
- Fazal Hassan House Khasra no 1128 near Askari Bank, Morgah Rawalpindi, Pakistan.

## EDUCATION

### BS Accounting & Finance

- National University of Modern Languages, Islamabad  
2019-2024

### Intermediate in Commerce

- Punjab Group Of Colleges (PCAPC)  
2017-2019

### Matriculation in Science

- Govt. Elliot High School  
2015-2017

## SKILLS

- Sage50 Cloud
- MS Excel
- MS Word
- Quickbooks
- Book keeping
- Accounting
- Time Keeper
- VAT

## EXPERIENCE

### Junior Accountant

- H Raja Associates (UK)  
May 2024 - Present
- Conducted daily bookkeeping tasks, including data entry, invoicing, and expense tracking
- Reconciled company bank statements, ensuring accurate and complete financial records
- Developed strong attention to detail, identifying and correcting errors in financial data

### Internship

- Arze.pk  
03 Jul 2023 - 12 Aug 2023
- Gained experience in financial management and accounting for a top real estate advisory firm
- Developed industry knowledge and analytical skills, with exposure to market trends and financial systems

### Freelance Photographer

- Muhammad Suleman Photography  
from 2020 - Present (Part time)
- Undertook photography work to support myself financially as a student, demonstrating initiative and self-motivation
- Developed strong time management skills, balancing photography work with academic responsibilities
- Gained valuable experience in entrepreneurship, marketing, and customer relations

## LANGUAGES

- Urdu ● ● ● ● ●
- English ● ● ● ● ●
- Pashto ● ● ● ● ●
- Punjabi ● ● ● ● ●