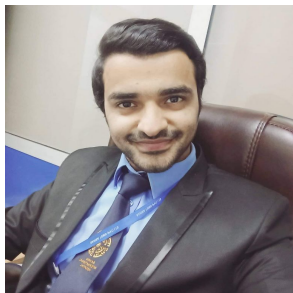


HAMZA SALEEM



CONTACT

📍 House 1464, Street 7, Umer Block, Bahria town, phase 8 Rawalpindi

☎ 03325518252

✉ hs5225659@gmail.com

🎂 23 April 1995

OBJECTIVE

I seek challenging opportunities where i can fully use my skills and knowledge for the success of the organization. I want to excel in this field with hard work, perseverance, and dedication.

SKILLS

- Financial Auditing
- Accounting software Proficiency (Medix)
- Risk Assessment
- Internal Controls
- Data Analysis
- Problem Solving skills
- Leadership
- communication skills
- Microsoft Excel
- Regulatory compliance

REFERENCE

- **Tariq pervaiz Janjua - Assistant Manager Audit**
Bahria International Hospital
tpjanjua@gmail.com
0331-2886658

EXPERIENCE

Bahria International Hospital

20 October 2020 -
Currently Working

Audit Officer

Checking IPD and OPD bills of patient. Verify Vendors bills with their contracts and Rate approvals, Payroll checking, Organize daily report of routine work, Checking doctors shares, Monthly checking of Medical entitlement of employees and other cancellation reports. Weekly Audit round in wards and checking Doctor and Nurses notes, History taking of patient and employees ID, Manage Roster and verify patient refund and adjustment, Maintain stock taking report, Checking petty cash summary Report, semi Annual visit of bahria town other projects, Surprise visit of Cafeteria and other projects.

National Bank of Pakistan

1st March 2018 -
31 July 2018

Internee

Daily Cheque Clearness according to Cities.
Manage Bank Draft.
Checking Pension documents.
Manage client loan documents.
Fulfill of Bank performa.

Customer Service Representative at Gown House

3rd July 2017 - 5th
August 2019

Make Product recommendations or services to customer based on their needs and preferences.
Assist customers in placing orders fulfilling refunds and handling exchanges.
Resolved customer queries and complaint.
Give quality product and warranty to customers.
Actively display a courteous and empathetic attitude to customers.

EDUCATION

Riphah International University

2020

Masters in Commerce (M.com)
2.89

Rawal Collage of Commerce

2017

Bachelor's in Commerce
768 Marks

Rawal Collage of Commerce

2015

ICS
480 Marks

Amaranth Secondary School

2012

Matric
556

PROJECTS

Decision Making

Working in Analytical decision making, Creative decision making and Contingency planning.

Project Managment

Working in Initiation, Planning, Execution, Monitoring and Controlling of project.