

Hafiz M. Azaz-ul-Hassan

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OBJECTIVE

Seeking a challenging position in a reputable organization where I can utilize my analytical skills, accounting knowledge, and commitment to accuracy to contribute organizational growth. Eager to apply innovative solutions and improve internal controls for greater efficiency and transparency.

ACADEMICS

2017-2019	M.Com (Accounting & Finance) University of Central Punjab (UCP), Lahore with 78% marks.
2015-2017	B.Com University of Lahore with 3.40 CGPA.
2014-2015	F.Sc (Pre Engineering) F.B.I.S.E Islamabad.
2013	Matriculation (Science Subjects) F.B.I.S.E Islamabad.

PROFESSIONAL EXPERIENCE:

Job Experience # 02

Currently, I am working as **Accountant** in **Punjab College Quaid Campus, Rawalpindi** since **August 2021**.

My Current Job Responsibilities are:

- To Receive tuition fees and other dues from students through cash, bank transfers, or digital payment modes.
- Accurately record all collections in the accounting software.
- Maintain and update individual student ledgers.
- Reconcile student accounts to ensure accurate reflection of dues and payments.
- Prepare daily collection reports and deposit cash/cheques into bank accounts.
- Reconcile cash and bank balances with collection records.
- Monitor overdue student accounts.
- Coordinate with administration for reminders and notices to defaulters.
- To keep control over enrolment activities & fee confirmation bank wise in EMS Software.
- Assist in fee adjustments, refunds, or scholarship deductions as per policy.
- Maintain proper filing of fee receipts, challans, and correspondence.
- Ensure physical and digital records are complete and audit-ready.
- Prepare daily, weekly, and monthly collection reports for management.
- Ensure compliance with financial policies and procedures.
- Assist internal and external auditors by providing required documentation and explanations.
- Troubleshoot or report any discrepancies or issues in fee modules.
- Address student and parent queries regarding payments, dues, and ledgers courteously and professionally.

My Job Responsibilities were:

- Process and record all vendor invoices in accounting system accurately and timely.
- Prepare payment vouchers and ensure on-time disbursement to suppliers.
- Maintain General Ledger entries and ensure reconciliations with sub-ledgers.
- Perform monthly bank reconciliations for multiple accounts.
- Ensure vendors' balances are accurate and up-to-date; resolve discrepancies.
- Maintain organized filing system for physical invoices, vouchers, and payment records.
- Liaise with internal audit teams during periodic reviews and provide required documentation.
- To keep Control of petty cash for daily college expense.

Job Experience # 01

Worked as Office In charge **M/S Shabbir Ahmed Govt Contractor** from **October 2019 to June 2021**.

My Job Duties were:

I was playing a multitasking role requiring support across accounting, administrative, and clerical functions to ensure smooth office operations and accurate financial record keeping.

- ❖ To Maintain data recording of vouchers, invoices, and receipts in accounting software (e.g., Dynamics, QuickBooks, etc.).
- ❖ To Maintain and reconcile petty cash and expense reports.
- ❖ Preparation of payment requests and coordination with vendors.
- ❖ To Prepare Monthly Bank Reconciliation and documentation.
- ❖ To Maintain physical and digital records of invoices, bills, and payments.
- ❖ To Coordinate with auditors for providing required financial documents.
- ❖ To Keep control over due payments and outstanding balances.

COMPUTER/TECHNICAL SKILLS:

- **SAP Certificate** holder from University of Lahore Islamabad Campus in **2017**
- **Dynamics 365 Software** (Currently in Use)
- **Campus Management System-CMS** (Currently in use)
- **Education Management System-EMS** (Currently in use)
- **Software Packages:** Various Android Apps & MS Office (all versions)

ACHIEVEMENTS/ OTHER ACTIVITIES:

Book Reading, Internet Surfing & Web Browsing

Hifz-ul-Quran from **Wafaq-ul-Madaaras Arbia**, Pakistan in **2010**

REFERENCE:

will be provided on demand.