

CONTACT

+92 334 097246

Rawalpindi, PK

bilawalh36k@gmail.com

<https://www.linkedin.com/in/bilawal-hussain-742945242>

SUMMARY

Motivated and detail-oriented **Treasury Officer** with hands-on experience in financial analysis, cash flow management, and treasury operations. Skilled in preparing financial data, managing liquidity positions, and supporting management in strategic decision-making. Dedicated to professional growth and continuous improvement, with a commitment to accuracy and teamwork.

SKILLS

- MS Excel & Data Analysis
- Cash Flow & Liquidity Management
- Customer Relationship Management
- Data Sorting & Reporting

LANGUAGES

- English
- Urdu
- Pashto

SOFTWARES

- QuickBooks
- Xero

BILAWAL HUSSAIN

TREASURY OFFICER

WORK EXPERIENCE

TREASURY OFFICER, 2024 – PRESENT

AA EXCHANGE COMPANY PVT LTD, ISLAMABAD, PK

- Responsible for cash movement and handling, ensuring accuracy, security, and compliance with organizational procedures.
- Manage daily encashment operations, maintaining proper records and reconciliation of transactions.
- Prepare and update MTO (Money Transfer Operator) data on a daily basis for reporting and compliance purposes.
- Execute Telegraphic Transfers (TTs) promptly and accurately, ensuring adherence to established financial and regulatory guidelines.
- Compile and maintain Daily MIS (Management Information System) reports, supporting management with up-to-date financial data and operational insights.
- Coordinate with internal departments and external partners to ensure smooth execution of financial transactions and reporting activities.
- Ensure confidentiality, accuracy, and integrity in all financial and operational tasks.

CERTIFICATION

Computerized Accounting, 2024

Institute of cost & Management Accounting (ICMA), Islamabad, PK

Courses: QuickBooks, Xero Accounting

Certified Internal Auditor, In Progress

Institute of certified internal Auditor (ICIA), Islamabad, PK

Courses: Auditing, Forensic Accounting

EDUCATION

Bachelor's in Economics, 2018 – 2022

Kohat University of Science & Technology, Kohat, PK

Courses: Microeconomics, Macroeconomics

Diploma in Information Technology, 2020 – 2021

SkyNet Institute of Technology, Kohat, PK

Courses: Office Management, Programing

REFERENCES

Available upon request