

HASSAM SHAHID

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📍 Kotha Kalan, Post Office Attock Oil Refinery Morgah, Rawalpindi, Pakistan

Summary

Finance & Audit professional with 8+ years of experience in real estate, construction, and property management companies. Proven ability to assess financial controls, identify and mitigate risks, perform audit procedures, evaluate findings, and prepare audit reports. Strong analytical and problem-solving skills as well as excellent communication and interpersonal skills.

Seeking a challenging position in a firm where I can use my skills and experience to help the company achieve its financial goals and objectives.

Personal Info

Father name

Shahid Mehmood (Late)

Cast

Rajput

Religion

Islam

Domicile

Punjab

Nationality

Pakistani

Marital status

Married

Date of birth

18-10-

1991

Education

SSC in Science	2005 - 2007
Federal Board. Islamabad	60% marks
F.Sc in General Science	2008 - 2009
Federal Board. Islamabad	72% marks
Bachelor in B. Com	2010 -2011
Punjab University, Rawalpindi	59% marks
ACCA	ACCA Finalist

Experience

Assistant Manager Internal Audit 10/2025 to Present
Sardar Group of Companies, Islamabad

- Conducted pre-audit and post-audit reviews of financial transactions to ensure accuracy, completeness, and compliance with company policies and regulatory requirements.
- Reviewed vouchers, invoices, payment entries, and supporting documents prior to processing, and verified recorded transactions to detect errors or irregularities.
- Performed monthly bank, vendor, customer, and ledger reconciliations to ensure accurate financial reporting and balance integrity.
- Verified cash books, bank statements, payroll systems, and HR-related financial controls, particularly within education sector entities.
- Identified discrepancies, coordinated with relevant departments for resolution, and monitored implementation of audit recommendations.
- Assisted in preparing audit reports outlining findings, risks, and actionable recommendations for management.
- Conducted inventory audits, procurement and contract compliance reviews, and special audit assignments including internal control reviews and investigations.

Skills

- Financial analysis
- Financial management
- Budgeting
- Forecasting
- Cash flow management
- Accounting standards
- Financial reporting
- Investment analysis
- Portfolio management
- Financial audits
- Operational audits
- Compliance audits
- Internal controls assessment
- Risk assessment
- Audit procedures
- Audit findings evaluation
- Audit report preparation
- ERP accounting software (Oracle, SAP)
- Well conversant with E-mailing and Web Browsing
- Proficient in MS Office especially Excel.
- Bookkeeping, Leadership & Adaptability
- Organizing & Time management
- Accounts & Bank reconciliation
- Teamwork & Coordination
- Communication & Customer service
- Business acumen & Risk management

Experience

Manager Finance
Zem Builders, Rawalpindi

01/2025 to 09/2025

- Perform bank reconciliations for all company bank accounts on a regular basis.
- Ensure timely and accurate ledger reconciliations to maintain clean and balanced books.
- Oversee cash reconciliation and ensure alignment of physical cash with system record
- Manage cash flow, including forecasting and monitoring to ensure sufficient liquidity.
- Prepare and present financial reports, including daily, weekly, and monthly summaries.
- Monitor accounts payable and receivable to ensure timely settlements.
- Coordinate and support audits by providing required reconciliations and documentation.
- Ensure compliance with internal financial controls and accounting standards.
- Supervise and guide junior finance staff for proper data entry and record-keeping.
- Assist in budget preparation and variance analysis.
- Collaborate with departments to ensure financial accuracy in operations.
- Report financial status and key metrics to senior management for informed decision-making.

Assistant Manager Audit
Zem Builders, Rawalpindi

01/2023 to 12/2024

- Perform regular audits of Procurement & Financial documents, billing, inventory, and ROI & salary.
- Conduct special audits as assigned by the G.M Audit.
- Assist the G.M Audit in developing and implementing audit plans and procedures.
- Prepare audit reports and presentations.
- Provide technical support to other departments in internal & External Audits.
- Stay up to date on the latest accounting & Procurement standards and procedures.
- Real estate transactions, such as the purchase, sale, and leasing of properties
- Construction projects, to ensure that they are on track and within budget.
- Property management, to ensure that properties are being managed efficiently and profitably.

Hobbies

- Reading Newspaper & Books
- Internet Surfing & Searching and Freelancing
- Sports

Language

- English
- Urdu
- Punjabi

Reference

Will be furnished upon your request.

Finance Executive AAA Association, Rawalpindi

01/2022 to 09/2022

- Posting all financial transactions in the company's accounting system, including ROI, AP, AR, VRI, CPV and other account related entries.
- Reconcile bank statements, rental income and expenses, accounts, ledger, cash, ROI, and salary.
- Oversee financial accounting and reporting, financial management, risk management, and compliance.
- Manage the company's budget and track expenses.
- Identify and mitigate financial risks.
- Ensure compliance with applicable laws and regulations.
- Stay up to date on the latest accounting standards and financial management practices.
- Preparing financial reports for investors and lenders; managing the company's tax compliance; and providing financial support for mergers and acquisitions.

Senior Audit Officer Bahria Town Pvt. Ltd., Rawalpindi

06/2015 to 08/2020

- Review and analyze financial documents.
- Perform audits of financial statements, operations, and compliance.
- Assess internal controls, identify risks, and perform audit procedures.
- Evaluate audit findings, prepare audit reports, and communicate findings and recommendations to management.
- Develop and implement audit plans and procedures.
- Manage the audit budget and timeline.
- Provide technical guidance and support to other audit staff.
- Stay up to date on the latest accounting standards and auditing practices.
- Extract data from financial systems and prepare spreadsheets for analysis.
- Conduct research on accounting standards and auditing practices.