



Shamaan Hassan

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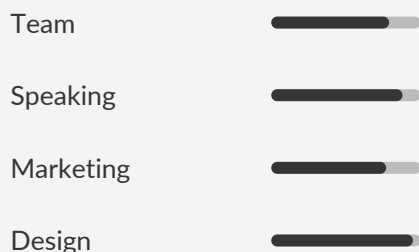
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Rawalpindi & Islamabad

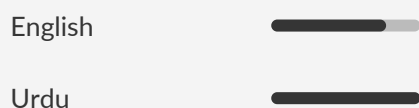
About me

Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the City's ledgers and subsidiary financial systems; assists in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to assigned management staff.

Expertise



Language



Experience

- Operation Manager** SMC Group (pvt) Ltd, I Islamabad.
08/2022 to onward
- Review and approve all operational invoices and ensure they are submitted for payment.
 - Ensure all operations are carried on in an appropriate, cost-effective way.
 - Improve operational management systems, processes and best practices
 - Help the organization's processes remain legally compliant.
- AM Account** SMC Group (pvt) Ltd, I Islamabad.
04/2022 to 08/2022
- Reconcile financial discrepancies by collecting and analyzing account information in Sap app.
 - Verify, allocate, post, and reconcile transactions in sap.
 - Support month-end and year-end close process.
 - Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports in sap app.
- Account Executive** Rawal Palm City I Islamabad
03/2022 to 04/2022
- Managing accounts for new and existing clients
 - Creating and recommending solutions to the client's requests and needs
 - Build relationships with clients for continued business
 - Perform reporting and management tasks.
- Assistant Manager** Shan Distribution Network I Islamabad
2019 to 2022
- Reviewed all tax returns prepared by accountants before processing
 - Created Excel and Access trending analysis reports.
 - Created Annexure sheet sale and purchase reports and also checking return form of month.
 - Participated in all phases of the research process (data analysis, data input, etc.)
- HR Manager & Web Designer** Dev505 I Islamabad
2017 to 2019
- Welcomes new employees to the organization by conducting orientation.
 - Submit employee data report by assembling, preparing and analyzing data
 - Contribution to team effort by accomplishing related results as needed.

Education

- Bachelor: Advanced Accounting** University of Sargodha I Rawalpindi
2018
- Intermediate of Commerce: HSSC** Rawal Collage I Rawalpindi
2015