**OSAMA HAMID**

**Contact No.** +92 334 3685714

**Email:** [uhamid42@gmail.com](mailto:uhamid42@gmail.com)

**Address:** House # A-122, Sector 15/A-5, Buffer Zone, North Nazimabad Town, Karachi.

Objective:

To be an integral part of a professional team with entrepreneurial capabilities, hardworking, dedication, discipline, and to achieves the corporate objective as well as personal growth within the defined boundaries.

Experience:

**FINANCE EXECUTIVE**

Level3bos (pvt.) Ltd. – Pakistan

Oct’ 20 – Present

* Daily Sales Report on daily transactions. (Working in Excel)
* Maintain Vendor Rebate Report functions and Product Detail Report operations to prepare merged reports. (Working in RQ4)
* Analyze and keep records on daily bank statement.
* Verification Online Transaction & Transfer.

**ASSISTANT ACCOUNT'S MANGER**

Kaim Khani & Co. ~ Head Office

Dec’’19 – Sep’20

* Documentation & function All Project Bookkeeping on daily transactions.
* Maintain Payroll functions & Prepare ledger and Sub-ledger sheets.
* Get ready General Vouchers and Invoices.
* Verification Process.
* Control & Analyst Financial Data Base Management System.

**ACCOUNTANT**

Kaim Khani & Co. ~ Project: ASF City

July’18 – Nov’’19

* Record operation daily transactions in ASF City.
* Stock & Inventory management.
* Maintain payroll & ledger sheets.
* Reconcile ledger.
* Prepare General Vouchers and Invoices.
* Manipulate financial data.

**ASSISSTANT FINANCE OFFICER**

Zenith Engineering & Construction

Feb ’16 - Mar ‘18

* Keep accurate records for all daily transactions.
* Prepare Financial Statement.
* Record accounts payable and accounts receivable.
* Update internal systems with financial data.
* Reconcile bank statements.
* Participate in financial audits, budget, Cost & Price Analysis.
* Track bank deposits and payments.
* Review and implement financial policies.

**SYNGENTA**

Intern - Finance Department

Dec’15-Feb’16

Farming segment along these line items are crops and seeds.

* Maintain & Analysis.
* Actual Costing.
* Recoverable Breakup.
* Invoices.

Achievements

**IQRA UNIVERSITY - Express Education and Career Expo**

June ‘15

Competitions in various categories were being conducted in which more than 25 Universities all over Pakistan participated. The competitions enabled the students to check their potential.Students of Iqra University North Campus participated in Ad Campaign competition, they secured3rd position.

**Commissioner Youth Team (Volunteer)**

FPCCI - Federation of Pakistan Chambers of Commerce & Industry

Dates Employed Jun’14 – Jan’15

Location opp. park tower, Karachi

Responsibilities  
Plan organizing the event on the topic as known as SME's well-structured programmed.   
Already established school for poor children, I work there.

**IUNC SCM SOCIETY**

**IQRA UNIVERSITY** – Workshop on **Supply Chain Management ~** Dec ‘13

Attend and debate SCM: A Weapon to Survive in 21st Century at Campus.

Asst. Professor **SOHAIL MAJEED** ~ Seminar Coordinator

Director Academics **SALMAN ABBASI**

**QMF Aviation, PIA Services.**

Aviation, Grooming, & Orientation

I have gone to and effectively finished this course by instructor SomalNaz, prepared to serve as appearance and faultless conduct with eagerness.

Academic Qualification:

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Faculty** | **Board / University** |
| **CMA** *(Pursue)* | **Finance** | **Institute of Cost Management & Accountant.** |
| **MBA** *(Pursue)* | **Finance** | **Iqra University.** |
| **BBA** | **H** | **Iqra University.** |
| **Intermediate** | **Commerce** | **Board of Intermediate Education Karachi.** |
| **Matriculation** | **Science** | **Board of Secondary Education Karachi.** |

Skills:

* MS Office (Word, Excel, PowerPoint)
* Internet browsing etc.
* Time Management/Analytical
* Computer and Technical Literacy
* Interpersonal Skills/Team Worker

Personal Information:

|  |  |
| --- | --- |
| * Father’sName | Hamid Zafar |
| * Date of birth * CNIC | 11th November 1989  42101-8805379-1 |
| * Religion | Islam |
| * Place of Birth | Karachi |
| * Marital Status * Nationality | Single  Pakistani |
|  |  |

References:

Reference will be provided on request.