

HASSAN JAVED

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PROFESSIONAL SUMMARY

- My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation. Frequently praised as detail-oriented by my peers." Achieving the goals makes me different from the crowd".
- 5 years of Finance & Accounts Experience in Bookkeeping, Vouching, Internal Audit, Verification of Audit Document Trail, Monthly Budgeting, Petty Cash Handling, Bank reconciliation, Financial Closing & Reporting, Maintaining IFRS Accounting Standards, Taxes imply VAT, and implementation of Business Applications using Oracle SAP (ERP, SAGE, B1), Power BI, Excel & Business Analytics.

CAREER EXPERIENCE

- **Finance Officer**

(NOV,2022 – Continue)

OVERSEAS PAKISTANIS FOUNDATION (OPF) ISLAMABAD, PAKISTAN

Maintaining General Entries & Reporting in ERP

Preparation of Bank Reconciliation Statements

Process financial transactions, such as Account Payable and Receivable

Working on Monthly Payroll and Employees Gratuity/Final settlement.

Worked on the OPF-PGFCR Project helping with training sessions, candidate shortlisting and coordination, project budgeting, tender processing, booking project expenses, and distribution in-kind support to returning migrants. the project's audit and financial reports.

- **Account Executive**

(FEB,2022 – OCT,2022)

NISHAAN HOUSING ISLAMABAD, PAKISTAN (Real Estates)

Preparation of Premium Receipts, including Vouchers, Invoices

Bank deposits, and recording of cash/cheques received

Preparing Account Payable & Account Receivable book

Maintenance and Recording of Petty Cash

Preparing Monthly Budgeting & Accounting Schedules

Preparation of Bank Reconciliation Statements for Collection and Payment Accounts

Financial reporting & closing quarterly

- **Internal Audit Officer**

(DEC,2020 – MAY,2021)

BEACONHOUSE REGIONAL OFFICE ISLAMABAD, PAKISTAN (Educational Sector)

Verification of Audit Document Trail Including Purchase requisition, Purchase Order & GRN, etc.

Checking of ERP-generated Voucher

Verification of Vendors' Invoices

Preparing of Internal Audit Report

Checking Audit Imprest for reporting

Approval of Financial Statements

Any other task assigned on a need basis.

- **Finance & Admin Officer**

(MAR,2018 –AUG,2019).

AYUB ASSOCIATES PVT LTD ISLAMABAD, PAKISTAN (Transportation)

- Preparing invoices & payments in the enterprise accounting system
- Bank deposit and recording of cash/cheques received
- Maintenance record files for payments and collections
- Maintenance and Recording of Petty Cash
- Maintaining Ledger & Financial Statement

EDUCATION

- **MS Business Analytics:** SZABIST ISLAMABAD, PAKISTAN

(2023 - Continue)

Major Subject: **Python, Microsoft Fabric, Power BI & Tableau**

- **Master of Commerce (M.COM):** UNIVERSITY OF CENTRALPUNJAB, PAKISTAN

(2018- 2020)

Major Subject: **Accounting & Finance**

- **Bachelor of Commerce (B.COM):** UNIVERSITY OF THE PUNJAB, PAKISTAN

(2016- 2018)

Major Subject: **Accounting & Finance**

- **Intermediate HSSC (ICS):** GLOBALCOLLEGE, PAKISTAN

(2014- 2016)

Major Subject: **Computer Science**

- **Matric Science (SSC):** IDEALEDUICATIONSYSTEM, PAKISTAN

(2012- 2014)

Major Subject: **General Science**

CERTIFICATIONS

- Excel Essentials for Data Analytics
- Advance Data Visualization With Tableau
- Data Analytics and Business Intelligence
- Data Visualization with Advanced Excel
- Financial Tracking and Analysis
- Accounting Management and Reporting (for implementing partners)
- Risk Management and Maturity
- Fundamentals of Project Planning and Management
- Project Management (PMP) Diploma AIR University (Navttc)

AREAS OF EXPERTISE

- Oracle
- SAP B1, ERP (Odoo, Sage)
- Quick Book / Xero/ Microsoft Dynamics
- Good Communication skills (written and spoken)
- Good analytical skills & problem-solving skills.
- Tableau
- MS Excel / Power BI
- Payroll / Taxes
- Primavera P6/MS Project
- Business Analytics
- Bookkeeping
- IFRS Accounting Standards