

Shahzaib Hassan



Experience 4 years 2 mons
Current salary
Created at 27th October, 2023
Last modified 15th January, 2024

Personal Information

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|-------------|------------------------------|---------------|---------------------|
| Email | shahzaibhassan1950@gmail.com | Date of birth | 21st December, 1996 |
| Contact No# | 03116477133 | Gender | Male |
| CNIC # | | Domicile City | GILGIT |
| Country | Pakistan | City | Islamabad |
| Address | G-10 Markaz, Islamabad | | |

Education

MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY
BACHELORS OF BUSINESS ADMINISTRATION (3.80 CGPA)
FINANCE
2014 - 2018

Experience

EMPOWERMENT THRU CREATIVE INTEGRATION PRIVATE LIMITED, ISLAMABAD PAKISTAN.
ADMIN & ACCOUNTS OFFICER
2023 - 2024

Jobs Responsibilities are mentioned below.
Vouchers Preparation.
Collection of bills from team, vendors, review and submission for approval.
Invoices to Clients.
Bank Reconciliations.
Maintain Inventory list, register in/out, Kitchen Supplies.
Collection of vendor bills, completion of supporting documents.
Petty cash Management.
Record Maintaining in hard and soft.
Leave record management.
Office Cleaning/Maintenance.
Maintaining Staff attendance both in soft and hard.

WE DO RENTAL.UK (MODE OF WORK WAS REMOTELY)
CLAIMS ADMINISTRATOR
2021 - 2022

Manage the claims intake process for new claims, including gathering information from customers about their accident.
Determining whether claims are eligible for coverage under the terms of each insurance policy.
Collecting evidence such as witness statements, receipts, photographs, etc. that support a claim.
Communicating with customers about their claims status, payment amounts, and any other pertinent information.

TRANSGUARD LLC DUBAI
CONTROL ROOM SECURITY OFFICER
2019 - 2021

My Responsibilities as a control Room Security Officer were as below.

Monitoring: Constantly monitoring security cameras, alarm systems, and other surveillance equipment to detect and respond to any unusual or suspicious activities.

Emergency Response: Responding to security breaches, alarms, or incidents promptly and effectively. This may involve alerting law enforcement, fire, or medical personnel as needed.

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Reporting: Documenting and reporting security incidents, activities, and observations. This includes maintaining accurate records.

Customer Service: Providing assistance and information to employees, visitors, or customers who may have questions or concerns related to security.

Communication: Coordinating with on-site security personnel and other relevant departments or teams, such as facilities management, to address security issues.

JMN INSTITUTE MIRPUR AJK
ADMIN OFFICER
2018 - 2019

As a Admin Officer my Job responsibilities were include:

Record Keeping: Maintaining and organizing records, documents, and files.

Financial Tasks: Managing budgets, expenses, and financial records.

Data Entry: Inputting data and information into computer systems or databases.

Coordination: Coordinating events, conferences, and other activities within the organization

Skill

Quickbooks

Good

Last used 1st July, 2021

I can perform tasks like ledger management, invoice creation, financial reporting, and inventory tracking.

Tally ERP 6.3

Good

Last used 1st December, 2022

I can perform tasks like ledger management, invoice creation, financial reporting, and inventory tracking.

MS WORD

Good

Last used -

Several tasks I can perform such as document creation, formatting, editing, and collaboration. Skilled users can produce professional documents, reports, and correspondence with clarity and precision. They are adept at employing formatting tools, styles, and templates to enhance document appearance.

MS EXCEL

Good

Last used -

I can perform tasks in Excel involves such as data entry, formatting, formula creation, data analysis, and visualization.

Project

WWF-Pakistan's International Eco Internship Programme. (World Wide Fund)

Internee

8th April, 2016 - 27th May, 2016

Certification

IELTS From (British Council Dubai, UAE)

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