



Sibtul Hasan

Management and Finance Professional

Contact #: - 0332-5977584

Personal Details

Address: -

Shamsabad, Rawalpindi

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LinkedIn

<https://www.linkedin.com/in/sibtul-hasan-50776196/>

Professional Skills

- Excellent Interpersonal and Communication
- Team Player as well as Leader
- Patience
- Critical Thinker
- Time Management
- Expertise to work in Diverse Culture
- Proficiency in MS Office Suite
- Willing for Change Management
- Conflict Resolution

Education

- MA-International Relations Sargodha University
- MBF (Banking and Finance) Sarhad University

ABOUT ME

A dedicated and versatile professional with **over 7 years** of experience in **National** and **International** Organizations in diverse capacities of Management, Technical and on Filed work accomplishments. An enthusiastic about learning new skills and expending knowledge to benefit organizations' to complete the projects within the stipulated timeline.

EXPERIENCE

Accounts Officer

January - 2020 to Present



Main responsibilities related to Finance and Accounts including Vouchers posting in ERP, Bank related matter and Bank Reconciliation. Prepare invoice and maintain receivables along with correspondence with clients for Purchase Orders as well. Active role in filling of Income Tax and Sales Tax Returns.

Corporate Business Associate

December - 20215 to December – 2020



Coordinate and facilitate the departmental operations by providing assistance in predefined reporting and procedures of daily activities. Verify the panels/sub panels, sort verified bills and keep records. Responsible to ensure timely accurate preparation of medical bills for the medical services charged to panel organization. Track and resolve billing discrepancies. Preparation of reconciliation statements.

Supervisor

September - 2014 to February – 2015

AMPFujairah, UAE

Responsible for Logistics and Quality Control. Supervised workers in transporting, crushing, storing ore, skimming's and other residue. Trained workers in operation of equipment. Keep track of inventory, maintenance and Repairing of machineries. Scheduled and perform routine maintenance on crushers and crushing equipment.

Assistant Production Manager

March - 2013 to August – 2014



Supervision of Magazine, Maintained the ROP Register and Magazine Reports. Preparations of OB and FB solution. Ensured Safety and quality parameters. Managed project manpower, Quality Production and Procurement. Verify daily blasting permission and arrange transport accordingly.