



Hamza Atif

Certified Public Finance Accountant

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I am highly organized and self driven individual, passionate about developing my career in the field of Accounting and Finance. As a certified Public Finance Accountant I am an accomplished communicator with excellent organizational decision making and time management skills. I am seeking a challenging but rewarding position.

WORK EXPERIENCE

Assistant Accountant Empire Mart

01/2019 - Present

Rawalpindi, Pakistan

Achievements/Tasks

- Reviewed and analyzed preliminary financial statements and month end reports with 100% accuracy
- Maintained financial records and ensure proper recording of operations required to the financial workflow
- Prepared Profit and Loss Statements on monthly, quarterly
- Prepared month end balance sheet reconciliations including transactions recording, reports creation, tracking income and checking expenses figures for accuracy and legitimacy
- Reviewed accounts payable and invoicing on monthly basis to confirm validity and performance
- Assisted in preparation and filing of monthly sales Tax return
- Conducted Cash reconciliation with the General Manager daily.

Contact : Muhammad Khurshid - CEO - 00923321535917

EDUCATION

Bachelor Pakistan Institute of Public Finance Accountants

06/2017 - 01/2019

Karachi, Pakistan

Courses

- Public Finance
Accounting

SKILLS

MicroSoft Office

Accounting

Critical Thinking

Attention to details

Problem Solving

ACHIEVEMENTS

Conducted Student Council Election (06/2013)

At SKANS School of Accountancy

Won Annual Cricket Tournament (12/2015)

At SKANS School of Accountancy

CERTIFICATES

Diploma in Accounting and Finance (08/2018)

From Pakistan Institute of Public Finance Accountants

Certificate in Assessment of Fundamental
competencies -CA (10/2015)

From Institute of Chartered Accountants of Pakistan

Certificate in Foundation Exams - CA (09/2012)

From Institute of Chartered Accountants of Pakistan

LANGUAGES

English
Professional Working
Proficiency

Urdu
Native or Bilingual Proficiency

Punjabi
Native or Bilingual Proficiency

INTERESTS

Photography

Hiking

Artificial Intelligence