

Hassan Tariq

CONTACT

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CAREER OBJECTIVE

Seeking the chance to use my skills and qualifications to provide value-added services to clients and business partners, meeting client's needs, maintaining long-term clients and business relationships. I aim for excellence and welcome new challenges.

WORK EXPERIENCE

Faisal Fabrics Ltd.

May 2009 — Apr 2012

Account Officer

- Book Keeping.
- Record Keeping.
- Fabric Inventory Management.
- Preparing and maintaining the payments and receipts of Accounts payable and Accounts receivable, their accounts and their final settlements respectively
- Preparing Bank correspondence reports.

Faisal Mustafa Textile Mills.

May 2012 — Dec 2012

Accountant

- Book Keeping.
- Record Keeping.
- Fabric Inventory Management.
- Preparing and maintaining the payments and receipts of Accounts payable and Accounts receivable, their accounts and their final settlements respectively
- Maintaining Daily accounts ledgers.
- Preparing Bank correspondence reports and reconciliations.
- Sales Tax Management

Hilton Enterprises.

Jan 2013 — Present

Accountant

- Book Keeping.
- Record Keeping.
- Fabric Inventory Management.
- Yarn Inventory Management.
- Maintaining Petty Cash.
- Preparing and maintaining the payments and receipts of Accounts payable and Accounts receivable, their accounts and their final settlements respectively
- Preparing Bank correspondence reports and reconciliations on daily basis.
- Payroll Processing.
- Sales Tax Management

EDUCATION

<p>MBA (Finance)</p> <p>IMIT Group of Collages Faisalabad</p> <p>MBA (Finance) from FEDERAL URDU UNIVERSITY Karachi.</p>	<p>2010 — ----</p>
<p>B.Com</p> <p>City Collage of Commerce Faisalabad</p> <p>B.Com from UNIVERSITY OF THE PUNJAB Lahore.</p>	<p>2005 — 2007</p>
<p>F.Sc (Pre Engineering)</p> <p>G.C University Faisalabad</p> <p>F.Sc under BOARD OF INTERMEDIATE & SECONDARY EDUCATION Faisalabad</p>	<p>2003 — 2005</p>
<p>Matriculation</p> <p>Al Saddiq Model High School' Faisalabad</p> <p>Matriculation under BOARD OF INTERMEDIATE & SECONDARY EDUCATION Faisalabad</p>	<p>2002 — 2003</p>

COURCES

Proficiency in Microsoft Office (MS Excel, MS Word & MS Powerpoint).

Internet Browsing and Email.

MS Outlook Express and Inpage.

INTERESTS

New findings related to Information Technology.

Study of Islamic Literature.

REFERENCES

References available on demand.