

# Syed Anis-ul-Hassan

Saadi Garden Block -1 Near Malir Cant  
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[sjaf12@gmail.com](mailto:sjaf12@gmail.com)

Dear Sir/Madam,

This letter is to introduce myself as a potential candidate for a suitable position in your organization. I am a, **ICMAP** Finalist, **MBA Finance** having acquired a diverse and in-depth professional work experience.

The qualification I have pursued so far have led to the development of my analytical abilities and enabled me to provide value added services at the Firm. Working in this profession since November 2015 facilitated me with an opportunity of being involved in various special nature engagements, statutory audits and assignments. Exposure to a wide spectrum of clients with a variety of work experience has provided me with an in-depth view of key business processes, risk management procedures, accounting and internal control systems, corporate governance and regulatory as well as accounting frameworks for a range of industries. This experience has not only enriched me professionally but also equipped me with the traits needed to deal with different situations in an innovative, effective and efficient manner.

Currently, I am serving as a **Deputy Manager Finance** in **Jazaa Foods Pvt Limited by Junaid Jamshed**. Having served at this position has enhanced my team management, organizational and communication skills, while underlining my ability to take initiative and work with a diverse set of people. Having developed effective interpersonal and presentation skills, I also enjoy working in team environment. My performance over the years is representative of my determination, hard work and goal-oriented attitude.

I am looking forward to a career opportunity that commensurate with my skills and qualification and can provide me with a competitive working environment coupled with the opportunity of career growth in the organization. Please find attached resume which further explains my skills and experiences. I would welcome the opportunity to discuss with you personally, how I can best meet the needs and expectations of your organization.

I would like to thank you for your time and kind consideration, and look forward to a positive response from your end.

Regards,

**S. Anis ul Hassan**

Encl: Resume

## S ANIS UL HASSAN

Address 	Residence	Saadi Garden Block -1 Near Malir Cant
Telephone 	Mobile	+ 92-345-3182956
	Mobile	+ 92-333-0346777
E-mail 	Personal	<a href="mailto:sjaf12@gmail.com">sjaf12@gmail.com</a>

## OBJECTIVE

Seeking a challenging opportunity to demonstrate my organisational skills and educational background and aim for simultaneous achievement of corporate and personal goals in a rewarding global organisation offering career growth and professional development.

## PROFESSIONAL AND ACADEMIC EDUCATION

Particulars	Institute	Year	Status
<b>ICMAP</b>	Institute of Cost and Management Accountants of Pakistan.	2020	9 papers cleared
<b>Master in Business Administration (Accounting &amp; Finance)</b>	Iqra University	2020	Completed
<b>Bachelors of Commerce</b>	University of Karachi	2015	Completed
<b>Professional Accountant (4 Month)</b>	College of Business Finance	2011	67%

## EXPERIENCE

JAZAA FOODS PRIVATE LIMITED BY JUNAID JAMSHED  
(OCTOBER 2020 – PRESENT)

## DEPUTY MANAGER FINANCE

## I am entrusted with following responsibilities:

- Preparation of monthly accounts required by the management within the target date.
- Documentation of various loan application like Kibor, ERF.
- Ensure Compliances with laws and regulations in relation to financial statements of the Company.
- Review of weekly cash flow forecast to manage the liquidity position of the Company.
- Review of monthly Accruals working of all expenses to ensure expenses are accrued on time.
- Review of Bank reconciliation of all bank accounts of the Company.
- Verification of bank and cash payments vouchers with supporting evidence and ensure proper classification of expenses and ensure accurate withholding of taxes.
- Review of Monthly payroll of the Company and ensure timely disbursement of salaries.
- Review of depreciation expense calculation for the month.
- Review of party wise ledger reconciliation on quarterly basis of the Company.
- Coordination with Banks and other financial institutions in relation to investment.
- Ensure that all monthly accruals / provisions are appropriately made in general ledgers

SSFR PRIVATE LIMITED (SANA SAFINAZ TEXTILE)  
(JUNE 2018 – 2020 SEPTEMBER)

## ASSISTANT MANAGER FINANCE

## I am entrusted with following responsibilities:

- Reporting all streams of revenue (outlets, export, retailers and online) to CFO including analysis of budget with actual, rent to sales ratios, expense to sales ratio or any other analysis.
- Coordination with retail outlets for daily operational matters related to finance and ensure timely resolution.
- Preparation of feasibility reports of any new project to be undertaken.
- Reconciliation made between ERP system and retail system.
- Implementation of integration of POS with FBR Portal to report live transactions to FBR.
- Account Receivable of Web Sales and make sure all the payment will be received against the dispatches. (Including reconciliation of COD MIS and 2CO MIS with internal sales reports of web store)
- Retail outlets sales reconciliation summary between retail pro / SAP and Sales tax return.
- Web store sales reconciliation summary between retail pro / Magneto / and sales tax return.

**FAISALABAD OIL REFINERY PRIVATE LIMITED**  
**(JANUARY 2017 – 2018 MAY)**

**SENIOR ACCOUNTS OFFICER**
**I am entrusted with following responsibilities:**

- Preparation of Bank reconciliation.
- Preparation of e-Filling of W/H Tax Return –Section 153 & 149.
- Preparation & e-Filling of Withholding (PRA, SRB).
- Weekly, Monthly Import Reports. (Seed & RBD Olien).
- Record Interbank Transfers entries. (Group Transactions Bank to Bank).
- Review sales of Meal.

**K.K RICE MILLS PRIVATE LIMITED**  
**(NOVEMBER 2015 – 2017 JANUARY)**

**ACCOUNTS OFFICER**
**I am entrusted with following responsibilities:**

- Payroll processing.
- Prepared of various reports for manager.
- Debtor and creditor reconciliations.
- Inputting of employee expense claims to the ledgers.
- Financial reports as directed by the finance manager.
- Prepared monthly management reports.
- Prepared monthly trial balance.
- Processing Payment of the vendors by verifying Purchase Order and GRNs.
- Establish and maintain confidential casual employee files.
- Calculate Production cost. (Daily, Monthly, Yearly).

		IT AND OTHER PROFICIENCIES	EXTRA CURRICULAR ACTIVITIES
Availability	One Month Notice	<ul style="list-style-type: none"> <li>▪ E-filling of income tax and provincial tax.</li> <li>▪ Proficient in <b>Microsoft Office</b> applications, particularly MS Excel, MS Word, and MS PowerPoint.</li> <li>▪ User level knowledge of various automated ERP and accounting software such as <b>SAP, MICROSOFT AX DYNAMICS &amp; SIDAT HYDER.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Actively participated in organizing committee of various school events.</li> <li>▪ Actively participated in charity raising campaigns on various events of natural disasters in Pakistan.</li> </ul>
Date of Birth:	June 22, 1988		
Language Proficiency:	English and Urdu		
Nationality:	Pakistani		
CNIC	42000-72828713		
Geographical Preference.	Willing to relocate and can travel for official assignments		<div>REFERENCES</div> <div>Will be furnished upon request</div>