Date: 05th May, 2021

**COVER LETTER**

Dear Sir/Madam,

This letter is to introduce myself for the available position in your organisation. Having gained a diversified and an in-depth professional work experience during work at **Avient Pakistan (Pvt) Ltd (formerly Clariant Chemical Pakistan (Pvt)Ltd deputed by HRSG Outsourcing as in Payables Executive(SAP HANA)**, **Mycart.pk** as **Finance Executive**, **Raza International** as **Accountant** and at **Green Trading House** as **Accounts Executive,** has enabled me to present myself as a potential candidate for a suitable position in your organisation that may fulfil my need for incessant professional development, hence providing an opportunity for career growth.

Working on such organizations has added sound experience to my professional career. This experience immensely enhanced the knowledge pertaining to the overall business i.e. **HR, Sales System, Purchase System, and Preparation of Financial Statements using ERP.**

During work in my working experience I have been worked on the following,

**(a) Payroll Management**

-Preparation of appointment letters &maintaining employees' record.

-Computation of monthly salary with staff Income tax deductions computation on final settlement of employees.

**(b) Sales**

-Preparation of Invoices & Maintaining Customer Account (Receivable, settlement, discounts, Tax deductions)

**(c) Payables**

-Maintaining Suppliers Account (Payments, settlements, Income Tax & sales Tax deductions)

-Maintaining cycle required by SAP and involved in implementing the Setup

-Attachment of Records in SAP

-Clearing and Maintaining Vendors Account.

**(d) Tax**

-Income tax deduction.

-Sales tax withholding.

-Creating and Uploading of Income tax Challan.

-Preparation of quarterly statement for Advance Income Tax

**(e) Others**

-Bank reconciliation, maintaining chart of accounts on software

-Monthly Closing of JVS regarding banks and refunds.

-Actively participant in implementing changes for SAP in Payables.

-Making processes better in terms of Payables with the team.

I am in search of a job that is commensurate with my skills and qualification that can provide me with a competitive working environment coupled with the opportunity to augment the quality of service at the organisation.

Regards,

M.Saad Hamza.

Encls: Resume

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| **Muhammad Saad Hamza** | | Address | Residence: | | House no 1/77-A Big Reta Plot, Shah Faisal Colony No 1.Karachi. |
| Telephone | +92-342-2163909 | | |
| E-mail  | [m.saadhmz@gmail.com](mailto:m.saadhmz@gmail.com) | | |
| **Objective** | | | | | |
| To develop a career by enhancing ethical and competency standards to meet the employer’s expectations and to be considered for opportunities of professional development and organizational growth by adding value across the board. | | | | | |
| **Professional Education** | | | | | |
| **Particulars** | | **Institute** | | | |
| **Chartered Certified Accountant –Fundamental Module**  F1-Accountant in Business (Cleared)  F2-Management Accounting (Cleared)  F3-Financial Accounting (Cleared) | | Association of Chartered Certified Accountants (ACCA - a member body of IFAC) | | | |
| **Academic Education** | | | | | |
| **Particulars** | | **School / University** | | | |
| M.B.A Finance(Completed – Waiting For Degree) | | ILMA University(Formerly Institute Of Business And Technology) | | | |
| B.Com | | Karachi Board | | | |
| Intermediate (Pre-Eng.) | | Karachi Board | | | |
| Matriculation | | Karachi Board | | | |
| **Professional Experience:** | | | | | |
| **1.Avient Pakistan (Pvt) Ltd.(Formerly Clariant Chemical Pakistan (pvt) ltd) 18th Oct 2017 till present**  **via hrsg outsourcing As Payables Executive** | | | | | |
| **2.Mycart As Finance Executive** | | | | **23 rd May, 2017 till 6th October 2017** | |
| **3.Raza International As Accountant** | | | | **February 2015 till September 2016** | |
| **4.Green Trading House As Accounts Executive** | | | | **June 2014 till January 2015** | |
| **IT Proficiency** | | | | | |
|  Proficient in the use of **MS Office™** applications, internet and email technology   User level knowledge of **Oracle Application: ERP System at Mycart.pk**  **.**User Level knowledge for Invoice Booking and Clearing **SAP HANA (Clariant Chemicals Pakistan(Pvt) Ltd)** | | | | | |
| **Language Proficiency** | | | | | |
|  English - proficient in speaking, reading & writing; and   Urdu - proficient in speaking, reading & writing. | | | | | |
| **Geographical Work Preference** | | | | | |
| Willing to be located abroad including travelling for official assignments. | | | | | |
| **Personal Information** | | | | | |
| Marital Status | Single | | | | |
| Date and place of Birth | 14th Aug,1988, Karachi | | | | |
| Nationality | Pakistani | | | | |
| **References** | | | | | |
| Will be furnished on request | | | | | |