

HASNAIN NAZEER

FINANCE SUPERVISOR

92-305-306-1936 ■ hasnainnazeer23@gmail.com ■ DHA Phase 6 Karachi, Sindh 75500

CAREER OBJECTIVE

Talented and qualified candidate skilled in developing and maintaining financial records and handling general office duties. Experienced in preparing financial statements, processing invoices, and reconciling accounts. Proficient in Quickbooks, Microsoft Excel and other financial software applications. Aiming to leverage my abilities to successfully fill the vacancy on your team. Frequently praised as detail-oriented by my peers, I can be relied upon to help your team achieve its goals.

EXPERIENCE

■ SENIOR FINANCE ASSISTANT Medesins Sans Frontiers

Kaarchi, SINDH

November 2022 - March 2023

- Analyzed complex financial data, identified discrepancies and trends, and produced comprehensive reports.
- Conducted regular reviews of existing procedures to improve accuracy and efficiency.
- Managed internal audit process to ensure compliance with government regulations.
- Reviewed various documents such as purchase orders, sales invoices, credit notes, prior to posting into the system for accuracy.
- Expertly managed full-cycle accounts payable process from invoice receipt to payment, including coding and data entry of invoices.
- Collaborated with external auditors during annual audits to ensure accuracy of financial records.
- Ensured timely payments of payroll, invoices, by verifying accuracy of information and processing payments in a timely manner.
- Assisted with month-end closing activities, including preparation of journal entries and account reconciliations.

■ ADMIN AND ACCOUNTS OFFICER Nasir Pak China Company

Karachi, SINDH

February 2021 - October 2022

- Developed and maintained a filing system for accounts records and documents.
- Collaborated with external auditors in providing requested information for year-end audits.
- Performed monthly bank reconciliations to ensure accurate record keeping of transactions.
- Monitored compliance with applicable laws and regulations related to finance and accounting activities.
- Provided support for budgeting and forecasting activities by preparing variance analysis between actuals versus budgets.
- Streamlined administrative procedures to improve workflow and efficiency.
- Negotiated contracts with vendors for goods or services at competitive prices while maintaining quality standards.
- Advised staff on best practices regarding expense control procedures.
- Managed daily accounting functions such as accounts receivable and payable, payroll processing, invoice payments, bank reconciliations, journal entries.
- Assisted in the preparation of budgets, forecasts, cash flows, and other financial analyses.
- Monitored and coordinated venue reservations and travel arrangements, facilitating meetings, and events.
- Generated periodic reports such as balance sheets, income statements, cash flow statements.

EDUCATION

- **BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) IN APPLIED FINANCE**
University of Sindh, Jamshoro, Sindh
Awards & Honors
 - 3.7/4.0

January 2021
- **MICROSOFT: UNDERGRADUATE AND MASTER ASIA PROGRAM IN INFORMATION SYSTEM MANAGEMENT**
Coursera (E-Learning), California USA

July 2020
- **ACCOUNTING AND BOOK-KEEPING ASSISTANT IN ACCOUNTANCY**
IBA Community College (NAVTTTC), Naushahro Feroze

February 2018
- **HSC II (INTERMEDIATE) IN PRE-ENGINEERING**
Board of Intermediate and Secondary Education , Sukkur, Sindh
 - "A" Grade

April 2016
- **SSC II (MATRICULATION) IN SCIENCE**
Board of Intermediate and Secondary Education, Sukkur, Sindh
Awards & Honors
 - "B" Grade

April 2014

SKILLS

- Accounts Payable and Accounts Receivable
 - Database Management
 - Critical Thinking and Analysis
 - Month-End Closings
 - GAAP Accounting Practices
 - Superior Attention to Detail
- Precision and Accuracy
 - Invoice and Payroll Processing
 - Budget Monitoring
 - Bank Account Reconciliations
 - MS Office Suite
 - Financial Portfolio Management

CERTIFICATIONS

- Fundamentals of Digital Marketing
- Advanced Google Analytics

LANGUAGES

- **English**
Advanced (C1)
 - **Urdu**
Proficient (C2)
- **Sindhi**
Proficient (C2)
 - **Siraiki**
Advanced (C1)

HOBBIES

Reading Books, Case Studies Traveling and Classical Music