

HAMMAD KHAN

Professional Résumé

Date of Birth: 04 - Sep - 1999
Address: House No. L-235, Sector 48/B, Korangi No. 2 ½,
Karachi.
Contact: (92-313) 1830821
Email(s): shafeeqhammad302@gmail.com

Objective: "To engage in a career that will allow for progress in terms of expertise, socio-economic development, innovation and analytical skills through exposure to new ideas for professional growth, as well as the growth of the organization."

Job Experience:

Organization : **ACB LOGISTICS**
Organization Type : Freight Forwarders
Department: Finance
Designation : **Finance Officer**
Tenure : Aug-2022 to Current
Brief Job Description : Report to Director/Manager

- *Financial Record-Keeping: Maintaining accurate financial records of transactions, invoices, and payments related to logistics operations.*
- *Accounts Payable and Receivable: Managing accounts payable tasks.*
- *Preparation of Remittance Documents for Proceed Foreign Payments*
- *Co-ordinate and assist with Import & Export departments for the preparation of Further Payments*
- *Timely report to Director about IATA fortnight Payment*
- *Making RTGS/IBFT as per Direction*
- *Timely review outstanding and following up on Outstanding Accounting Ledger system.*
- *Administrative Tasks: Assisting with administrative tasks related to accounting, such as filing financial documents, organizing records and maintaining data confidentiality.*
- *Handling and Managing Petty Cash of Head Office and Branch Office*
- *Disbursement of Maintenance and utilities bills.*
- *Reconciliation of Banks, Vendors and GL*
- *Coordination/Relationship with Banks*

Organization : **S & J GLOBAL SERVICES**
Organization Type : Telemarketing
Designation : **Customer Service Representative**
Tenure : Feb-2022 to Oct-2022

- *Customer Handling*

Organization : **M&P COURIER LOGISTICS**
Organization Type : Courier
Department : Operation Department
Designation : **Operation Assistant**
Tenure : June-2020 to March-2021

- *Scheduling & Dispatching Statements, parcels, etc. on daily basis.*

Organization : **Fakhruddin Akber Ali & Co,**
Organization Type : Importer
Designation : Assistant Accountant
Tenure : Nov-2018 to jan-2020
Brief Job Description : Report to Manager

- *Preparation of Accounts Receivable Aging and Follow-up on receivables.*
- *Financial Record-Keeping: Assisting in the maintenance of financial records by accurately recording and updating transactions, invoices receipts and payments in accounting software or spreadsheets.*
- *Preparation of invoices, Debit Note & Credit Note to Customer*
- *Bank reconciliation, supplier payments.*
- *Daily daybook recording*
- *Handling & issuing Petty Cash*

Professional Certification & Academic Education

Sr.	Degree	Institution / University	Specialization / Major	Passing Year
1	B.Com	University of Karachi	Commerce	(In Process)
2	Intermediate	Govt. Degree Science & Commerce Collage	Commerce	2020
3	SSC	Millat Boys Secondary School	Science	2017

Computer Skills and Other Abilities:

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Busy, Tech Cargo, Photoshop, Canva	Good	Currently Using
2	Excel, Power Point, Outlook, Word, Adobe DC	Good	Currently Using

Social Membership & Co-curricular / Leisure Activities:

Sr.	Description of Activities
1	Reading Books, Listening Quran with Translation, Reading Golden Islamic History
2	Playing Cricket

Personal Information:

Father's Name : Shafeeq ur Rahman
Marital Status : Un-married
CNIC No. : 42201-9488615-5
Religion : Islam
Language Competency : English, Urdu

References:

Furnished Upon your request_____