

# HAFIZ MOHAMMAD TAHIR

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Visa Status: Employment



## CAREER OBJECTIVE:

To pursue a highly challenging career as a finance professional by seeking a challenging position in a progressive company with an aim to contribute positively towards the objectives of the company.

## PROFESSIONAL WORK EXPERIENCE:

**Organization:** AHMED BIN DESMAL CONTRACTING CO. L.L.C DUBAI

**Tenure:** Dec 2015-PRESENT

**Designations:** SENIOR ACCOUNTANT

**Organization:** RELIANCE KARACHI

**Tenure:** Nov 2013 – Sep 2015

**Designations:** ACCOUNTANT

**Organization:** FAP (Fauji Akbar Portia) KARACHI

**Tenure:** Jan 2013–Oct 2013

**Designations:** ACCOUNTS OFFICER

## Responsibilities:

- Managing accounts and office administration. Responsible for accounts payable/receivable & petty cash. Handling all accounts such as management of Daily Bank balance of the Company account and the Owner personal account, preparing monthly bank re-conciliation statement.
- Preparation of Financial Statements Monthly, Quarterly and Annually.
- Enter general ledger data, Ensuring correct coding for payments are accurate in the system.
- Evaluate business processes for effectiveness and efficiency and provide recommendation for improvement.
- Verification of accounts payable and receivables.
- Balancing of company incoming and outgoing finances.
- Ensure there harmony between employees  
In the department.
- Supervise preparation of Payroll of the Company.
- Supervise Local and Import purchases and payables.
- Handling and monitoring accounts under ERP software.
- Preparing ledger reconciliation for Supplier & Subcontractor.
- Proceed WPS transfer every month for the Employees.
- Supervise the stock Evaluation.
- Ability to reduce Administrative expenses.
- Cooperated with Medical Insurance for Staff.

## ACADEMIC EDUCATION:

	<b>EXAMINING BODY:</b>	<b>YEAR</b>
○ ACCA	Association of Chartered Certified Accountants-UK	Part 2
○ Graduation	Bachelor of Commerce from University of Sindh	2014
○ CAT	Certified Accounting Technician	2007
○ Intermediate	Board of Intermediate Education, Karachi	2005

## COMMUNICATION AND INTERPERSONAL SKILLS:

- Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- Staffing/Insurance Experience.
- Workers Compensation knowledge.
- Confidently able to work independently or in a team to deal effectively with educators & employees.
- Flair to organize & prioritize tasks to meet deadlines.
- Ability to manage multiple projects with minimal supervision.
- Have a good level command over English and Urdu Languages.

## CERTIFICATION/ ADDITIONAL SKILLS:

- **ERP Software** ( Handling & Monitoring Accounts under ERP)
- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

## INTERESTS AND HOBBIES:

- Hobbies include anything to do in arts, music, poetry, reading historical books, philosophy and all religious books. Enjoy and actively participate in a wide variety of sports, political discussions, and creative activities.

## PERSONAL INFORMATION:

**Nationality** : Pakistani  
**Father's Name** : AMEER HAMZA  
**Date of Birth** : 6<sup>th</sup> June 1987  
**Religion** : Islam  
**Marital Status** : Married  
**Availability** : Immediately