

HAMMAD HASSAN

Present Address: House No L-388 Street No 6 Mohallah Qasimabad, Rawalpindi.

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OBJECTIVE

- Looking to work in an organization that can provide a variety of opportunities that allow me to expand my skills and knowledge while working towards achieving the organizational goals.
- A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

PERSONAL INFORMATION:

- Father's Name: Fayyaz ud Din
- Date of Birth: 03 March, 2000
- CNIC: 37405-1414754-3
- Nationality: Pakistani
- Religion: Islam
- Domicile: Punjab (Rawalpindi)
- Marital Status: Single
- Know Language: English, Urdu, Punjabi

EXPERIENCE

DATES 2021 – 2024

OFFICE ASSISTANT AND ACCOUNTANT, SNAMS MARKETING SERVICES (SMS)

- To make sale and purchase invoice and also create company income statement
- To create monthly and weekly sale report and also given employee salary and incentive.
- Filing and maintaining vendor files
- Maintain company ledgers and daily financial transactions.
- Processing bank deposits
- Reconciling financial statements
- Check documents for accuracy and completeness
- Data entries and processing of documents, scan and update the information into the existing computer systems
- Provide high quality-related administrative support services as required and assigned.

- To mark tender quotation medicine and surgical product of govt. institution and also collect payment.
- Knowledge of “back-office” computer systems (ERP software)
- Perform receptionist duties when needed

DIGITAL MARKETING

- Three month experience in digital marketing real estate company

SALE TAX BILL

- One year Experience in Sales Tax Bill

EDUCATION

- **Graduation:**
BSCS (COMPUTER SCIENCE) FROM FEDERAL URDU UNIVERSITY ISLAMABAD.
- **INTERMEDIATE:**
I.C.S FROM SWEDISH COLLEGE (BISE RAWALPINDI BOARD)
- **MATRICULATION:**
MATRIC FROM GOVT. D.A.V SCHOOL (BISE RAWALPINDI BOARD)

SKILLS

- | | |
|-------------------|--|
| • MS Office | • DBMS (normal |
| • C, C++ and Java | • Python |
| • Web development | • Data analysis and visualization (Microsoft power bi) |
| • ERP Software | |