



Tayyab Hussain (Hafiz)

Accountant

I am an Accountant with a rich experience of 5+ years in **Accounts & Finance, Costing, Management Accounting, Payroll, and Internal Auditing**. I am seeking a position in an organization that provides me ample opportunity to explore, excel and carve out a niche for personal, professional as well as organizational goals by establishing a mutually beneficial relationship.

✉ hafiztayyab.hussain@gmail.com

☎ +92-345-1097621

📍 Burewala, Pakistan

📅 21 November, 1994

WORK EXPERIENCE

Accountant

Bano Feeds (Pvt) Ltd.

11/2018 - Present

Arifwala, Pakistan.

Profile:

- Currently, I am working with Bano Feeds (Pvt) Limited, Pakistan, as a full-time Accountant. Bano Feeds (Pvt) Limited is a manufacturing company which operates in poultry and animal feeds since 2015. Here my responsibilities are:
- Create 10+ financial reports per week and support all areas of responsibility within a 5-person finance team.
- Account Payable & Receivable, Receipts & Payments and Reconciliations.
- Gross Margins & COGS calculations.
- Finalization & presentation of financial statements.
- Internal stock auditing and Stock valuation.
- Expenses & provisions, and Payroll Management.
- Reporting to CFO, & Directors.

Bookkeeper

Ubrish Lubricants Pvt Ltd.

10/2015 - 03/2018

Okara, Pakistan

Profile:

- Ubrish Lubricants Pvt Ltd was a trading company that deal with automobile spare parts and engine lubricants. Here I worked as a part-time bookkeeper for more than 2 years. Here my responsibilities were:
- Keeping track of daily transactions.
- Invoices, Receipts and managing the accounts receivable ledger.
- Handling Payments and the accounts payable ledger.
- Preparing the books for the accountant.
- Keeping an eye on cash flow.
- Bank reconciliation and party reconciliation.

EDUCATION

Hifz-ul-Quran

Midrash taleem-ul-Quran

2005 - 2008

Gaggo mandi

Bachelor in Business administration(B.B.A Hons)

University of Education Lahore (Okara campus)

2014 - 2018

Okara

SKILLS

Excellent communication

Teamwork

Ability to Work Under Pressure

Self-motivation

Ability to present complex information in an easy to understand format

Conflict Resolution

Professionalism

IT SKILLS

Intuit QuickBooks

More than one year of working experience on Quickbooks business software.

SAP Business One

More than 6 Month working experience on SAP Business One software.

MS office

Completed MS office Course, Word, Excel, PowerPoint, with 30w/s typing speed.

Networking Management

Good knowledge about Microsoft Windows operating system, installation software, and networking

LANGUAGES

English



Urdu



Punjabi



INTERESTS

Community service

Social Networking

Palying Football

Gardening

Traveling

Social Networking

Current Business news