



HASSAN KHALID

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ABOUT ME

Results, Oriented Financial Analyst with 5+ years of experience optimizing financial performance in multi sectors. Proven ability to develop sophisticated financial models, conduct in-depth financial analysis, and provide actionable insights. Skilled in budgeting, forecasting, and variance analysis. Seeking a challenging role to drive strategic decision-making.

WORK EXPERIENCE

01/05/2023 – CURRENT DUBAI, United Arab Emirates

ACCOUNTING ASSISTANT UNITED FREIGHTS AND LOGISTICS

Detail-oriented with a strong foundation in bookkeeping and data entry. Proficient in Microsoft Suits and Tally software. Eager to apply academic knowledge in a professional setting and contribute to the efficient operation of the accounting department.

- **Data Entry:** Inputting financial data into accounting software accurately and efficiently.
- **Accounts Payable/Receivable:** Processing invoices, payments, and customer accounts.
- **Bank Reconciliation:** Matching bank statements with accounting records.
- **General Ledger Maintenance:** Updating and maintaining financial records.
- **Financial Reporting:** Assisting in preparing financial reports and statements.
- **Filing:** Organizing, maintaining financial documents in both soft and hard form.
- **Data Analysis:** Gathering and analyzing financial data for reporting purposes.
- **Payroll Support:** Assisting with payroll processing and related tasks.
- **Logistics support:** Managing logistics activities i.e BOE processing within freezone, freezone to mainland and mainland to freezone On freezone and Dubai customs portal.

28/11/2018 – 28/05/2023 MARDAN KPK, Pakistan

CUSTOMER RELATIONSHIP OFFICER BANK ALFALAH LIMITED PAKISTAN

Being (**CRO**) of the bank, main responsibilities for building and maintaining strong relationships with clients, understanding their financial needs, and recommending suitable banking products and services.

- **Customer Acquisition:** Identifying and acquiring new customers through various channels.
- **Customer Retention:** Building strong relationships with existing customers to retain their business.
- **Sales:** Achieving sales targets for bank products and services through cross-selling and upselling.
- **Customer Service:** Addressing customer inquiries, complaints, and resolving issues promptly.
- **Financial Planning:** Providing financial advice and guidance to customers based on their needs.
- **Relationship Management:** Maintaining regular contact with customers to understand their evolving needs.

25/07/2017 – 23/11/2018 SWAT KPK, Pakistan

BANK TELLER MUSLIM COMMERCIAL BANK PAKISTAN

Being **Teller officer** the frontliner of the bank professionally interacts directly with customers to handle various financial transactions.

- **Customer Service:** Providing excellent customer service by answering questions, resolving issues, and assisting with transactions.
- **Cash Handling:** Processing deposits, withdrawals, and cash transfers accurately to Vault efficiently and accurately.
- **Account Management:** Opening and closing accounts, as well as maintaining account information.
- **Sales:** Promoting bank products and services to customers.

- **Security:** Adhering to security protocols to protect customer information and bank assets.
- **ATM:** As ATM custodian carried out all ATM operations i.e replenishment maintenance and balancing with centralized ATM unit.

01/10/2014 – 30/06/2017 TIMERGARA DIRLOWER KPK, Pakistan
JUNIOR ACCOUNTANT PROJECT DIRECTOR HEALTH

Being **Junior accountant** at PDH position responsible for performing general clerical and office support tasks.

- **Attention to Detail:** Ensuring accuracy in data entry and record-keeping.
- **Organizational Skills:** Managing tasks and prioritizing workload effectively.
- **Communication Skills:** Effective verbal and written communication.
- **Computer Proficiency:** Basic computer Operations like word processing and spreadsheets.

● EDUCATION AND TRAINING

01/01/2010 – 25/09/2014 PESHAWAR , Pakistan
BECHOLAR(HONS)IN INFORMATION TECHNOLOGY IBMS AGRICUTLURE UNIVERSITY PESHAWAR

Website <https://www.aup.edu.pk/> | Level in EQF EQF level 6

01/04/2015 – 01/05/2016 ISLAMABAD, Pakistan
CERTIFICATE OF TECHING ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

Website <https://www.aup.edu.pk/> | Level in EQF EQF level 5

● TRAININGS

25/07/2017 – 10/08/2017
TELLERS BATCH TRAINING MCB LTD

● LANGUAGE SKILLS

Mother tongue(s): **PASHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user