

HAFIZ ABDUL HANAN

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Personal Profile

Father's Name: Mumtaz Ahmed
Date of Birth: 11th day of Oct 1993
I.D Card No: 31202-9181036-5
Nationality: Pakistani
Passport No: GS1070362
Marital Status: Single

Career Objective

To obtain a management level position in an eminent organization and provides a professional working environment favorable for professional and personal development, gives value to its human capital and rewards performance which helps me to add-value to my career and that organization by working not only harder but smarter as well.

Professional Experience

[Nov 12, 2018 to current] [Audit Officer] NRSP Micro Finance Bank Limited

Roles and Responsibilities

Head Office Assignments

Financial Reports

- Audit and Review of all Financial Statements on quarterly basis and Review of Trial balances and analyses the difference
- Ensuring Taxation Compliance and being Update with Tax laws and Regulations.
- Performs General Ledgers Review Assignment and identify the control weaknesses
- Adeptly verifying efficiency & effectiveness of Internal Controls in different assignments.
- Conducted Quarterly Data verification for State Bank and Related Party Transaction disclosure verification
- Involved in Departmental Audits at HO level including Finance, Admin, Operations and HR
- Performs leading role in Centralized Operations Department Audit and Branch Less Banking review
- Issuance Draft and final report along with finalization of management comments.
- Reviewed Bank wide bank reconciliation statements of all branches.
- Preparation of process flow, minutes of meeting, risk assessment sheets, checklists and test of controls for each assignment along with complete filing.
- Audit and Review of the Product Policies, SOP's, Manuals and suggest improvements. Further also ensure their implementation.
- Audit and Review of the half yearly crop loan and ensure completion of livestock insurance claims submitted of borrowers and Receivable from SBP.

Organization Name

Roles and Responsibilities

- Perform Review of Ad-hoc matters and issue review report and perform continuous follow up for management action

Budgeting and Liquidity Management

- Audit and Review of Monthly, Quarterly and Annually Budgets and Liquidity Managements
- Review Variance analysis by comparing budgets with the actual results.
- Review the funds management plans and ensure their effective utilization.
- Monitoring working capital at organization level and perform ageing analysis, highlight long outstanding advances and report on the weaknesses to avoid any liquidity issues.
- Assisted senior executives with budget Review assignment.
- Determined budget availability for new hires.

[Sep 2017 to Oct 2018] [Senior Accountant] **M Hussain Rice Miller Exporter**

Head Office Assignments

Financial Reports

- Lead the modeling, Planning and execution of all financial process
- Execute short and long term custom comprehensive financial strategies to reach company goals
- Research market trends and surveys and use information to stimulate business and revenue growth
- Drafted executive analysis reports highlighting business issues, potential risks and profit opportunities
- Reviewed wide range of legal documents for financial consideration
- Designing Implementation of Oracle Financials (Accounts & Stock, Production Module)
- Preparation of Bank reconciliation statements, Inter-Company reconciliation and Inter-Unit reconciliation
- Preparation of Monthly Accounts and Inventory Management
- Assistance in Tax Notices reply to Tax Authorities
- Prepared half yearly accounts and Financial Statements on annual basis.

Budgeting and Liquidity Management

- Developed and maintained quarterly and annual budgets.
- Generated monthly and quarterly budgeted reports
- Updated variance and gap analysis documentation
- Budgeting for financial year 2017-2018
- Identified and Implemented cost reductions
- Managed and updated client accounts.
- Prepared monthly payroll disbursements.
- Performed month-end closing procedures.
- Conducted periodic reviews on inventory.
- Developed and implemented efficient accounting systems.
- Performed regular bookkeeping duties.
- Determined budget availability for new hires.

Organization Name

[Sep 2014 to August 2017] [Audit Trainee] Corporate General Solutions
Private Limited (Zahid Jamil & Co Chartered Accountants)

Roles and Responsibilities

Internal Audit Assignments

- Kay & Emms Pvt Ltd.
- M Hussain Rice Miller & Exporter
- Amir Rice Miller & Exporter
- Half Yearly Review of PAKOZ Transport J.V.

Advisory and Other Assignments

- ERP implementation in M Hussain Rice Mills (Accounts & Stock Module).
- Detailed Internal Audit of PAKOZ Transport J.V.
- Verification of Revenue of Pakistan Cargo Service (Pvt) Ltd.
- Book keeping assignment of M Hussain Rice mills and Amir Rice Mills
- SOP design of M Hussain Rice Mills

Professional Education

- Associated Chartered Certified Accountant (**ACCA Member**)
- Pakistan Institute of Public Finance Accountants (**PIPFA Member**)
- Masters in Commerce (Equivalence from **HEC Pakistan**)
- Bachelors of Science in Applied Accounting (**OBU UK**)

Skills and Core Strengths

Achievements:

- Corporate Reporting
- Budgeting and Forecasting and Preparation of Financial statements
- Financial analysis and Variance analysis
- Internal Auditing, Internal Controls testing and risk assessment
- Knowledge of IFRS & IAS
- Business Analysis
- Microsoft Office (MS Excel, MS Word)

Core Strengths:

- Extensive knowledge of Financials and budgeting
- Maintaining Financial Records
- Hard Working & Fast Learner
- Punctual & Target Orientor
- Management and Leadership Skills & Self Motivated
- Excellent Behavior
- Versatile Industry Experience