

Hassan Shahzad

Accounts associate

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To be in a position where I can make significant and substantial contribution to the growth of a professional organization. I wish to work in an organization that can utilize my special abilities of initiative, that can provide me opportunities for career growth and continuously strive for new ways of working in today's dynamic business environment, thereby ensuring that the business I worked for remains a market leader.

Work Experience

Accounts associate

January 2017 to January 2019

Sales agent

Ufone Telecommunication - PK

June 2013 to September 2014

Pakistan)

Education

Bachelor of Business Administration in Business Administration

HIMALAYAN UNIVERSITY

December 2014 to December 2016

Skills

Excel (Less than 1 year), Leadership skills (Less than 1 year), Managerial (Less than 1 year), MS Office (Less than 1 year), Ms Word (Less than 1 year)

Additional Information

Skills:

- Proficient in MS Office including Ms Word, Excel (PivotTables, Lookups, Macros), PowerPoint, Outlook & Basic Access.
- Managerial & Leadership skills, Flexible, Quickly Adaptive, Great team player & able to work well under pressure.
- Analytical & reporting skills, writing reports, research skills, timekeeping, problem solver and administrative skills.

- Excellent interpersonal & communication skills. English & Urdu.

All references are available on request.