

# HASSAM ALI KHAN



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- Peshawar, Khyber Pakhtunkhwa, Pakistan

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*To contribute to the achievement of the organizational objective through the application of the academic skills and professional experience.*

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## **Summary**

- Being a student member of a globally recognized body of Professional accountants, I am always looking for the opportunities to polish my skills and give my services to the organization in today's corporate world.
- I worked at public sector as well as worked in private sector there is always a room in a person to bring change and a positive impact. It is not necessary that an employee always give the organization what he has, most of the times employee has to bring himself to point to meet the terms and conditions of the corporate, that is actually the point where he polishes his skills and gives the optimal output to the corporate.
- My main objective is to give best of my services and bring globalization in corporate to meet today's global needs.

## **Professional Learning Experiences**

**Senior Officer Finance & Accounts Clinical Trials Unit at Rehman Medical Institute. (Apr`23-currently present)**

- Responsible for complete financial activities of department as a team lead.
- Budgeting evaluation & analysis.
- All kind of receipts & payments control.
- Controls the vendor payment management & funds from sponsors.(Debtor Creditor Control)
- Record maintenance in Quick-books for Financial Reporting,
- Microsoft Dynamics for transaction processing & Microsoft Excel for analysis.
- Bank reconciliations & accounts management.
- Fixed Assets & Departmental expenses management.
- Payroll issuance & management of the department.
- Withholding tax management and annual adjustments.

**Officer Finance & Accounts at Rehman Medical Institute. (Jan`2023 till Mar`2023)**

- Vendor payments invoicing in centralized accounting software
- Employees advances against salary processing.
- GRN payment invoicing with advances/prepayments.
- Vendors payment processing.
- Payment disbursements electronically.
- Check printing electronically and payment generation.
- Consignments stock invoicing, bills receiving & reconciliation thereon.
- Advance/Payment generation & processing.
- Bank reconciliations & accounts management.
- JV`s for prior period adjustments of bank reconciliations

**Manager Finance at Orhan Group. (Aug12`2022 till Dec31`2022)**

- Control accounts management for the group and its project.
- Control Receipts and Payments of the accounts.
- Control Customers, Suppliers & Inventory records.
- Bank record compilation and data computerization.
- Reconciliations with third parties.
- Organization of incomplete record.
- Organize and computerize the record to software developed by company.
- Being a finance leader regular reporting to management.
- Maintenance of books of accounts.
- Bank related transactions and preparation of BRS.
- Maintenance of cash.
- Incorporation of Business.

**Company Accountant at Etihad Group of Companies. (Jan01`2021 till July31`2021)**

- Control accounts management for the group and its project.
- Performed accounts operation as a leader in a Project of Q Mall.
- Organization of incomplete record.
- Organize and computerize the record to software developed by company.
- Being a finance leader regular reporting to management.
- Computerized record to quick-books accounting software.
- Maintenance of books of accounts.
- Bank related transactions and preparation of BRS.
- Maintenance of cash.
- Incorporation of Business.

**Accountant at Peshawar Gateway. (April01`2020 till June30`2020)**

- Control accounts management for the group and its project.
- Organization of incomplete record.
- Organize and computerize the record to Quick-books accounting software
- Being a finance leader regular reporting to management.
- Maintenance of books of accounts.
- Bank related transactions and preparation of BRS.
- Incorporation of Business.

**Accountant at Alpha Homes. (Jan01`2020 till Mar31`2020)**

- Organize and computerize the record to software developed by company.
- Being a finance leader regular reporting to management.
- Computerized record to quick-books accounting software.
- Maintenance of books of accounts.
- Bank related transactions and preparation of BRS.
- Maintenance of cash.
- Incorporation of Business.

**Finance Intern at Khyber Pakhtunkhwa Food Safety & Halaal Food Authority. (Jan01`019 till Dec31`019)**

- Working as a Volunteer Task Force and Intern Finance.
- Performed operations under the supervision of Director Finance in Quick-books accounting software.
- As finance assistant, worked under internal audit and budget and accounts dept.
- As Volunteer Task Force, Provided assistance to Administration Officer.

**Audit and Assurance Intern at Naveed Zafar Ashfaq Jaffery & Co. (April01`017 till Oct31`019)**

- Worked as a TRAINEE AUDIT/OR for the year 2017;
- As a trainee auditor in the Peshawar Office.
- As a stock taker, visited the industrial sector of Peshawar.
- As an auditor of NZAJ, visited Fatimid Foundation FTY 2017 with the audit supervisor.
- As an auditor of NZAJ, visited Abasyn University, Islamabad FTY 2017 with the audit team.

## **Professional & Academic Qualification**

- Institute of Cost and Management Accountants of Pakistan (ICMA Pakistan)  
Professional Certification of Masters, Cost and Management Accounting 2016 – 2020  
PASSED Operational Level 1; Operational Level 2; Managerial Level 1.  
CURRENT Managerial Level 2  
PENDING Strategic Level 1; Strategic Level 2.
- University of Peshawar.  
Bachelor's degree, Business/Commerce, General 2015 – 2018.
- Edwardes College Peshawar.  
Intermediate, Computer Science 2012 – 2015.
- Edwardes College School Peshawar.  
Matriculation, Computer Science 2009 – 2012.

## **Honors & Awards**

- 1st Learning Session on Islamic Commercial Law.  
Institute of Cost and Management Accountants of Pakistan. Nov 2015.
- 2nd Learning Session on Islamic Commercial Law.  
Institute of Cost and Management Accountants of Pakistan. Nov 2015.
- Corporate Taxation and Income Tax Return Filing.  
Institute of Cost and Management Accountants of Pakistan. Nov 2016.
- Peachtree Accounting Level 1.  
Institute of Cost and Management Accountants of Pakistan. Dec 2016.
- Skills Development Program.  
Elite School of Skill Development. March 2021.
- Certified Tax Practitioner, under Association of Tax Practitioner.  
Mastermindz Audit, Accounts and Taxation. June 2021.
- Financial Reporting Program.  
Mastermindz Audit, Accounts and Taxation. June 2021.
- Stock Market Basics.  
GM Marketing & Business Development.2022

## **Professional Skills**

- Stocks takings.
- Management & Financial Accounting.
- Financial & Quality Internal Auditing.
- Incomplete record management.
- Supervisory & Team lead Skills.
- Accounting Software.
- Accounts & Finance Management.
- Accounts Reconciliations.
- Bank Accounts management & Bank Reconciliations.
- Quick-books Enterprise.
- Peachtree Skilled.
- Compatible with ERP software.
- Withholding Tax Management.
- Microsoft Dynamics365.
- Microsoft Office. (Including advance excel,power point & word).
- Physical record management.
- Bookkeeping & Journals management.

## **Additional Abilities & Skills :**

Following abilities and skills were learned during the course of education and work history in various organizations:

- Appeared in INTERNATIONAL KANGROO MATHEMATICAL CONTEST 2012.  
(Organized by International Association kangaroo SANS Frontiers)
- Drafting.
- Appeared in Spellathon 2011.  
(Organized by WWF)
- Achieved different appreciation certificates on the completion of the following courses:
  1. MS Excel.
  2. MS PowerPoint.
  3. MS Word.
- Excellent Communication.
- Mentoring / Advising.
- Team work and leadership.
- Tolerant and Flexible.
- Linkages and Coordination.
- Capacity Building.
- Creative.
- Excellent Interpersonal Skills.