



Mudabber Hassan

Date of birth: 07/08/2000 | **Nationality:** Pakistani | **Gender:** Male |

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Address: F block, Jublee Town, 54000, Lahore, Pakistan (Home)

● ABOUT ME

Highly motivated and goal-oriented professional having BBA(Hons.) from COMSATS University Lahore. Possess strong knowledge of Microsoft Word, Excel and Power Point. Good in Mathematics and data analysis. Highly organized and able to work independently or as part of a team.

● WORK EXPERIENCE

18/12/2023 – CURRENT Lahore, Pakistan

FINANCE EXECUTIVE DYNAMIC EQUIPMENT & CONTROLS

- Accurate financial recording, including transaction entries.
- Efficient cash management, monitoring banking activities.
- Processing invoices, ensuring timely payments, and maintaining precise records of payables.
- Reconciling bank statements with financial records for accuracy.
- Managing employee expense reports, reviewing claims, and processing reimbursements.
- General ledger maintenance and ensuring proper transaction classification.

19/09/2023 – 17/12/2023 Lahore, Pakistan

TRAINEE FINANCE OFFICER DYNAMIC EQUIPMENT AND CONTROL

- Maintain organized financial records and documentation.
- Monitor and track expenses.
- Assist in preparing financial reports and statements.
- Continuously learn and improve financial skills through training and mentorship.

02/08/2023 – 18/09/2023 Lahore, Pakistan

PROCRUTMENT INTERN AVANCEON LTD

- Assisting in vendor management and sourcing suppliers through market research and analysis, and evaluating potential new suppliers.
- Participating in negotiations with suppliers to secure favorable payment and delivery terms, pricing, and contracts.
- Conducting cost analysis to identify cost-saving opportunities in procurement.
- Contributing to procurement reporting by generating reports and analyzing procurement data.

31/08/2022 – 11/10/2022 Lahore, Pakistan

INTERN BANK OF PUNJAB

- Assist in the implementation of ADCEP related activities.
- Assist in Implementation of Operational Procedures and Policies related to Dormant and Reactivated Accounts.
- Assist in Account Opening Process
- Any task assigned by the Manager

ASSISTANT SUPERVISOR TAIGA APPAREL

- Track and maintain inventory levels.
- Troubleshoot and resolve any production issues.
- Monitor safety and quality control protocols. Prepare and submit reports to the supervisor as required
- Ensure that all materials are properly stored and labeled

● EDUCATION AND TRAINING

2019 – 2023 Pakistan

BBA (HONS) COMSATS University Islamabad, Lahore campus

2016 – 2018 Pakistan

FSC PRE ENGINEERING Govt RI Degree College, Haroonabad

2014 – 2016 Pakistan

MATRICULATION Government Model High School, Haroonabad

● LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B1	B1	C1

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

● ADDITIONAL INFORMATION

SKILLS

Personal Skills

Positive Attitude
Team Work
Time Management
Multitasking Skill
Communication Skills

Professional Skills

Computer Literate
MS (Excel, PowerPoint, Word)
SAP ERP
Odoo Software
Report Writing Skills
Presentation Competency

CERTIFICATIONS

12/2022 – 01/2023

Accounting Training-Online Accounting Course

Issued by EDUCBA

05/2021 – 06/2021

The Fundamentals of Digital Marketing

Issued by GOOGLE Digital Garage.

04/2021 – 05/2021

Diversity, Equity and Inclusion in the Workplace

Issued by USF Muma College of Business