



Muhammad Umair Hussain

Senior Accountant And HR Officer

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Summary

Throughout my previous studies I have strived to develop a sound knowledge of those skills that will practically value me when looking for work and will enhance my employability. I have already achieved high grades and possess a comprehensive understanding of key business areas such as accounting, marketing and human resource. I enjoyed the experience of learning in a class room environment and putting them to practice on practical project.

Skills

Tally Accounting Software | Peachtree | Online Marketing | Microsoft Office | Freelancer | ERP 9.0 Accounting Software
| ERP 3.0 ACCOUNTING SOFTWARE | Assignments Handling

Experience

Oct 2016 - Present

Senior Accountant And HR Officer

Kyb Groups, Peshawar, Pakistan

Handling Books Of Logistics Maintaining a employees personnel files Updating both manual and electronic personnel records when a employees personal details change. Involved in the performance review of staff. Authorizing and issuing pay-slips. Finalizing paperwork for when a member of staff leaves employment. Researching a employees references and academic qualifications. Assisting with the recruitment and selection process. Prepare asset, liability, and capital account entries by compiling and analyzing account information. Document financial transactions by entering account information. Recommend financial actions by analyzing accounting options. Maintain accounting controls by preparing and recommending policies and procedures. Guide accounting clerical staff by coordinating activities and answering questions. Reconcile financial discrepancies by collecting and analyzing account information Secure financial information by completing database backups Verify, allocate, post, and reconcile transactions.

Apr 2016 - Sep 2016

HR Officer (Intern)

Splash Mineral Water, Peshawar, Pakistan

Responsible for recording all employee information such as personal data, attendance, benefits, compensation, tax data and, holidays. Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures. Preparing and issuing employment contracts to new employees. Making sure that all employee records are accurate and well maintained. Organizing induction ceremonies and training for new staff. Compiling the following data about employees payroll such as hours worked, taxes.

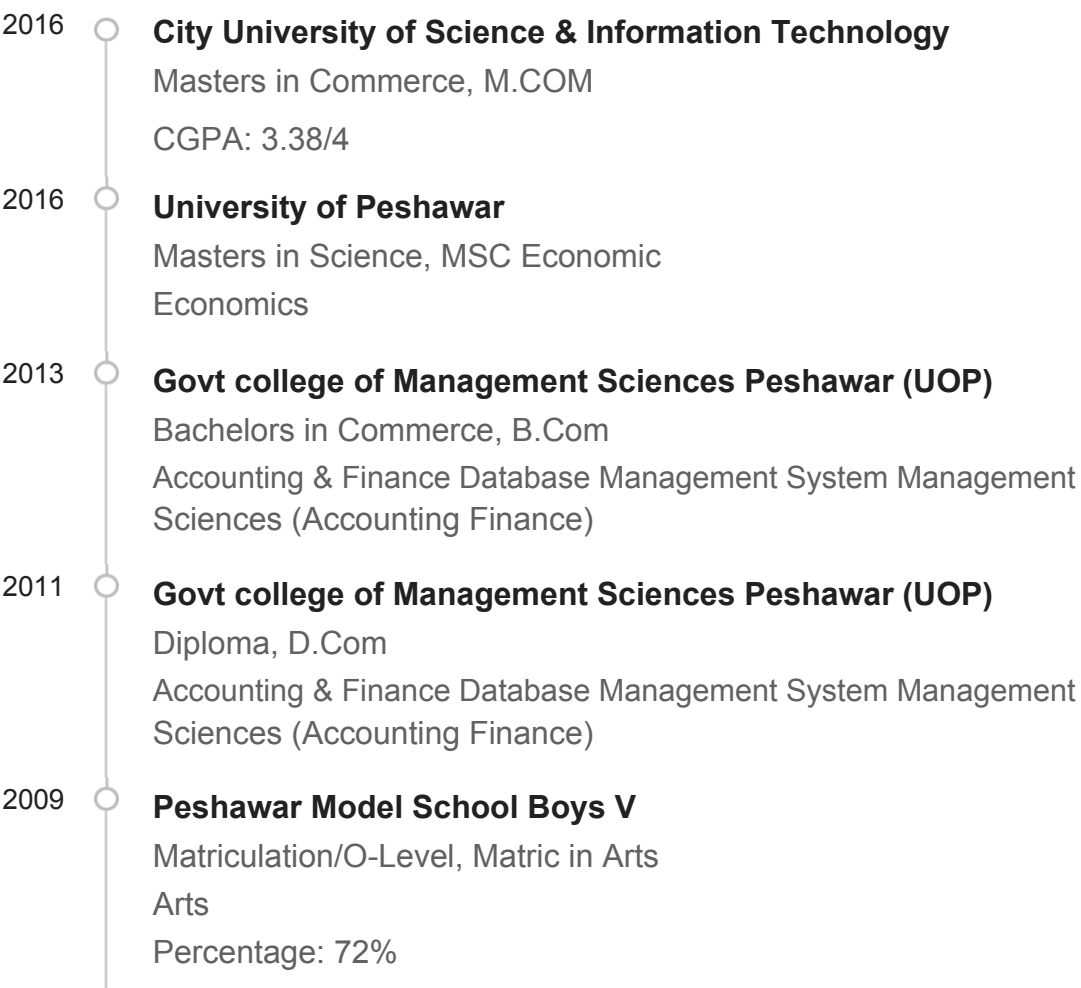
Jan 2016 - Mar 2016

Internship

BANK OF KHYBER, Peshawar, Pakistan

People Dealing File Manager Documentation Accounts Checker

Education



Languages

Pashto Expert	Punjabi Intermediate	Urdu Expert	English Expert
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