



# SYED NAJAM UL HASSAN

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|----------------------|--------------------------------|
| <b>Location:</b>     | Dubai, United Arab Emirates    |
| <b>Nationality</b>   | Pakistani                      |
| <b>Date of birth</b> | 03/03/1997                     |
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| <b>Visa Status</b>   | Residence Visa (Sponsored)     |

## PROFESSIONAL SUMMARY

Experienced in trade finance officer and accountant skilled in navigating financial intricacies and international trade. Expert in precise record-keeping, trade documentation, and account management. Adept at optimizing processes, ensuring compliance, and contributing to financial success. Proven quick learner, capable of rapidly assimilating new skills to enhance efficiency and effectiveness.

## EXPERIENCE

### **FOREING TRADE OFFICER, 06/2021 - 09/2023** **HABIB METROPOLITIAN BANK, Sialkot, Pakistan**

- Executed foreign payment processing with precision, showcasing high proficiency.
- Streamlined payment procedures, improving SWIFT payment efficiency.
- Mastered export documentation compliance, ensuring adherence to regulatory standards.
- Facilitated secure Letter of Credit processes with keen attention to detail, ensuring unparalleled accuracy and compliance.
- Ensured timely dispatch of critical documents for seamless operations.
- Managed trade-based money laundering risks with diligence, ensuring compliance.
- Provided insightful overdue reports for proactive issue resolution.
- Implemented innovative currency exchange rate strategies, meeting or surpassing financial targets.
- Expert in timely bill lodgment, adept at identifying discrepancies and proactive in implementing effective solutions for financial accuracy.
- Proficient in precise data input on H-plus platform, ensuring seamless payment processing and foreign bill management with a commitment to compliance standards.

### **ACCOUNTANT, 09/2018 - 11/2020** **FAS INTERNATIONAL TRADERS, Sialkot, Pakistan**

- Achieved precision in recording financial activities for accurate and transparent records.
- Implemented effective document control measures for organized and accessible documentation.
- Excelled in email management, enhancing communication efficiency.
- Successfully prepared detailed packing lists, optimizing shipping processes and minimizing errors.
- Demonstrated proficiency in the preparation of shipping documents for smooth logistics and compliance.
- Efficiently handled payments to suppliers and makers, ensuring timely and accurate transactions.
- Managed accurate and timely salary distribution.
- Managed end-to-end taxation processes, ensuring compliance, implementing strategic tax planning initiatives, and achieving

## EDUCATION

### **Associate degree, Information Technology, 08/2018**

University Of Central Punjab - Lahore, Pakistan

### **FSC, PRE-ENGINEERING, 05/2016**

GIFT Colleges - Gujranwala, Pakistan, Pakistan

### **Matriculation, Science, 04/2014**

The Education City School - Daska, Pakistan

## SKILLS

- SPSS, Windows
- Internet, social media
- Data analytic
- Anti-money laundering
- Correspondent banking
- Presentation
- Typing team performance
- Treasury management
- Time Management
- Budgeting
- Network security
- Leadership
- Database management
- Understanding of ERP software's (Sap/Tally)
- Understanding of VAT Return
- Bookkeeping
- International Trade Incoterms
- Reporting abilities
- Export management
- Problem-Solving
- Google Workspace
- Good Telephone Etiquette
- Teamwork and Collaboration
- Attention to Detail
- Multitasking Abilities
- Planning and Coordination
- Decision-Making
- Self-Motivated
- Training and Development
- Active Listening
- Reporting and documentation
- Financial analysis
- Balance sheet reconciliations
- Written Communication

## LANGUAGES

English, Urdu , Punjabi and I would love to learn Arabic