

# Hanan Khalid

## Accounts and Finance Professional

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### ***PROFESSIONAL SYNOPSIS***

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Seeking a challenging position in a growing organization results-driven **Accounts** and **Finance** professional with **+7 years** of comprehensive experience in Accounts Management, Cash Handling, Production record & Forecasting, Corporate Accounts & Strategic Planning. Proven track record of driving operational efficiency, Skilled in **ERP** technology and data analytics to drive process improvements and enhance decision-making.

### ***PROFESSIONAL EXPERIENCE***

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#### **Senior Accountant – Arabian Star Transport & Contracting Abu Dhabi UAE (June-2023 to Dec-24)**

Arabian Star Transport & General Contracting is a Group of Companies (Paramount Gulf Fire & Safety System) (Arabian Plus Transport L.L.C.) providing Services of Earthworks & Excavation, Equipment Renting, Material Transportation & Waste Collection.

##### **Responsibilities:**

- Managing Time sheets, Payroll & reconciling accounts payables.
- Managing daily transactions of Cash & Bank.
- Managing Sites Projects (Petty cash, Suppliers, Expenses, Commissions, Budgeting & Penalties).
- Hiring & Managing other Equipment's Suppliers, Labors & Drivers for Site Projects.
- Maintaining accurate and up-to-date financial records and providing insights and recommendations.

#### **Remittance officer– Unimoni Exchange Doha Qatar**

**(Jan-2022 to April-2023)**

Facilitate the seamless movement of money across geographies, currencies and channels via multiple customer touch points including retail stores, online and mobile solutions.

##### **Responsibilities:**

- Process cash transactions from clients in national and foreign currencies.
- Provide information on the conditions and exchange rates for buying and selling foreign currencies
- Ensure transactions are completed in an efficient manner with a high level of accuracy.
- Follow compliance procedures, company policies and abide by all health and safety guidelines.
- Provide support and information to customers, over the counter and by phone.
- Prepare daily 'End of Day' sheet at the close of each business day.

#### **Senior Accountant – Pak Shama School Kindergarten**

**(Jan-2019 to Dec-2021)**

Pak Shama School is the oldest school in Doha serving the community since long. The school is recognized by the Ministry of Education, state of Qatar, and affiliated to the Federal Board of Intermediate and Secondary Education Islamabad Pakistan.

##### **Responsibilities:**

- Preparing schools' annual budget and reviewing and updating, Analysis & Decision Making.
- Monitoring income and expenditure is related to the school budget.
- Producing monthly reports for the directors, head teachers, and the finance committee.
- Responsible handling cash including collections and disbursements, banking and security, fundraising and school trips.
- Reconciliation, Timely Payments, Contractual Obligations.
- Budgeting, Forecasting, Cash Flows, Variance Analysis.
- Advises on compliances with legislation and guidance
- VAT filing for FTA as per Qatar laws, & Income & GST tax, Notice handling.

**Accountant – Ahsan Feed Mill Pvt. Ltd****(June-2014 to Jan-2019)**

Companies is a setup of Manufacturing, Distributions, dairy & poultry farms Channels in Punjab, Pakistan. It is an organization of 1000 plus Manpower.

**Responsibilities:**

- Financial Statements Finalization (Balance Sheet and Profit and Loss)
- Financial Record-Keeping: Maintain accurate and up-to-date financial records, including ledgers, journals, and accounts payable/receivable.
- Assist in month-end and year-end closing activities, ensuring all financial transactions are properly recorded and reconciled.
- Payroll functions, including calculation of salaries, benefits, deductions, and ensuring timely disbursements.
- Assist in tax preparation, filing, and compliance with local, state, and federal tax regulations.
- Collaborate with auditors during internal and external audits, providing necessary documentation and information.
- Conduct financial analysis to identify trends, variances, and opportunities for improvement, providing insights to management.

***QUALIFICATIONS & ACADIMICS***

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**Master of Commerce (M.Com) - Finalist in Accounting and Finance** **2014**

- Superior University Lahore

**Bachelors of Commerce (B.Com) in Accounting & Finance** **2011**

- Govt. Commerce College Gujranwala

**Intermediate Diploma in Commerce (D.Com)** **2009**

- Govt. Commerce College Gujranwala

***ACCOMPLISHMENTS***

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- Managed Business PORTFOLIO up to USD 12,000 for 3 Group of Companies per Anum.
  - Successfully implemented ERP Software in 2 Divisions of the Group for Finance Modules.
  - Revenue Growth, Cost cuttings, Process Perfections thus, increasing GP margin by 6.5%.
  - Established Accounts, Finance, and Taxation & Credit Management with 12 Team members.
  - DASH Board, Financial Modeling, Reporting enrichments timely, accurately and proficiently.
  - Honored with Department of the Year and Employee of the Year in 2017 & 2018

***PFROFESSIONAL SKILLS***

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| ▪ ERP (QuickBooks, Oracle, Tally, Peachtree) | ▪ MS office (Word, Excel, Power point) | ▪ Excellent communication & interpersonal skills |
| ▪ Strong understanding accounting principles | ▪ Adobe Photoshop                      | ▪ Multitask achiever                             |
| ▪ Time management skills                     | ▪ Excellent Typing speed               | ▪ Problem-solving skills                         |
|  | ▪ Leadership skills                    |  |

***COMPETENCIES***

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|--|------------------------------------|
| ✓ Able to work under pressure          | ✓ Fraud & risk management          |
| ✓ Can meet the timelines and deadlines | ✓ Personal & Professional Grooming |