

FARAH HANIF

CONTACT

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🏠 5/2173 Shah Faisal Colony

EMPLOYMENT HISTORY

- Assistant Manager (Remote)
Alliance World Polymers, LLC
February 2020 - February 2022
(2 years)
- Senior Specialist Account &
Finance
Business Beam Pvt. Ltd.
March 2019 - January 2020 (11
months)
- Accounts & HR Executive
AES School for Girls (O-level)
September 2015 - October
2018 (3 years 2 months)
- Accounts Executive
Hayyat -ul- Islam Public School
May 2013 - August 2015 (2
years 4 months)

AREAS OF EXPERTIS

- Accounts & Finance
- ERP Software Human
- Google Docs
- Microsoft Office
- Resource Management

PROFESSIONAL SYNOPSES

Enthusiastic executive eager to contribute to an organization success through hard work and focus on detail with 8 years of performance history of accurately and efficiently delivering accounting and HR activities that enhance the company's purpose and profitability. Clear understanding of using my personal, communication and organizational skills to lead and improve departments, recruit excellent personnel, concentrate on reducing expenses and improving cash flow reserves. Strong negotiating skills and business acumen and able to work independently.

ACHIEVEMENTS / TASK.

- Authentication of all Payment Vouchers including, but not limited to, Slip Expense, Vendor Payment, Petty Cash, Sales Journal and ensure the accuracy of document.
- Maintain Trail Balance and keep the TB tied up and error free with accuracy to close all accounts and finalize Financial Statement.
- Maintain Fixed Asset Register in order to ensure the safeguard of Fixed Assets. Record provision for Allowance for Depreciation.
- Assist to auditor in audit and tax compliance to compile a summary month-end, quarter-end and year-end Tax Return Filing report of FBR (149/3,153/1b, 130, 131, 18-155) SRB, PRA, KPRA and VAT (UAE, SECP, Form A & 29, KCCI, Professional Tax, Tenancy Agreement).
- Review Bank Reconciliations, Accounts Receivable and payables aging statement on monthly basis.
- Prepare brief report for management on Financial Performance of Organization.
- Support the development and implementation of HR initiatives and systems.
- Oversee attendance and leaves information and ensure payroll reconciliation for accurate disbursement with execute monthly incentive and annual payroll tax calculation, increment and leave enmeshment due to staff.
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.
- Create and implement effective on-boarding plans.
- Develop training and development programs.
- Assist in performance management processes.
- Support the management of disciplinary and grievance issues.
- Maintain employee records according to policy and legal requirements.

SOFTWARE SKILLS

- Intuit QuickBooks
- Tally ERP 9
- Odoo Implementation ERP12
- Easy Accounting
- Patel
- Xero

CREDENTIALS

- Office Automation
- Textile Designing

CHARACTERISTICS

- Attention to detailed
- Flexible
- Punctual
- Quick learner
- Responsible
- Strong work ethic
- Trust worthy
- Teamwork

ACTIVITES

- Reading
- Browsing social media
- Travelling

LANGUAGE

- Urdu
- English

EDUCATION

- 2017** **Master of Business Administration.**
Major: Human Resource Management.
Institute: University of Karachi.
- 2012** **Bachelor in Commerce.**
Major: Banking & Finance.
Institute: University of Karachi.
- 2010** **Intermediate in Commerce.**
Major: Banking & Finance.
Institute: Board of Intermediate Education Karachi.
- 2008** **Matriculation.**
Major: General Group.
Institute: Board of secondary education Karachi.

PERSONAL INFORMATION

Father Name : Mohammad Hanif
Date of Birth : 23rd December 1993
CNIC : 42201-9304688-0
Domicile / PRC : Sindh, Karachi
Religion : Islam
Nationality : Pakistani
Marital Status : Single