

HASSAN RAZA

Accounting Professional

Transferable Iqama



Contact: +966536012630 || E-Mail: razahassan050@gmail.com || D.O.B 15-01-1992

PROFESSIONAL OVERVIEW:

Detail-oriented and analytical Accountant with over 7 years of experience in Accounts Receivable/Payable, Reporting, Inventory Management. Able to assist in month-end closings, support tax compliance activities, and help improve financial processes. I am skilled in audit coordination, bank reconciliations, and cross-functional collaboration. Currently seeking a mid-level finance/accounting role in a dynamic organization.

EXPERIENCES:

RACHNA GROUP (Pesticides & Agricultural Goods)



Assistant Accounting Manager (Dec-2023 To Jun-2025)

- **Month-End & Reporting Support:** Assisted in journal entries, account reconciliations, and timely month-end closing; compiled sales, collection, and product-wise reports for management review.
- **Receivables, Payables & Expense Control:** Supported customer account monitoring, vendor payments, and enforcement of credit policies; reviewed expenses to ensure policy compliance.
- **Inventory & Reconciliation Tasks:** Participated in monthly warehouse stock counts; handled ledger, bank, and FBR reconciliations to maintain financial accuracy.
- **Cross-Functional Coordination & SAP Use:** Collaborated with sales, procurement, and operations teams; worked on SAP Business One for financial entries and reporting tasks.

HEXTAR GROUP (Chemicals & Pesticides)



Accounts Executive (May-2021 To Nov-2023)

- **Sales, Tax & Reporting:** Assisted in preparing detailed sales, collection, and tax reports; supported drafting of retail policies, production analysis, and incentive summaries.
- **Performance & Price Analysis:** Conducted comparative reviews of product pricing, dealer-wise performance, and collection trends to support business decisions.
- **Audit, Compliance & Reconciliation:** Participated in audits, ensured policy compliance, and handled ledger, bank, and FBR reconciliations for data accuracy.
- **Receivables, Payables & Fund Handling:** Supported vendor payments, monitored receivables, and facilitated timely fund transfers across company accounts.

NEW ASIA (Automobile Industry)



Team. Lead Cost & Accounting (Jul-2017 To Apr-2021)

- **Invoice Verification & Payables:** Cross-checked invoices with payments, maintained payable records, and processed vendor transactions with accuracy.
- **SAP Business One Operations:** Utilized SAP B1 for recording financial transactions, managing vendor data, and generating relevant financial reports.
- **Reconciliations & Fund Transfers:** Performed regular reconciliations of ledgers, bank statements, and FBR purchase registers; supported internal fund movements.
- **Inventory & Import Documentation:** Conducted monthly stock checks and assisted in managing import documents including PI, LC, insurance, and goods declarations.

SCHOLASTICS PORTFOLIO

- **MBA**
Accounting & Finance
- **B.Com.**
Commerce & Accounting

PROFESSIONAL EXPERTIES

- **REPORTING**
- **ACCOUNTS MANAGEMENT**
- **INVENTORY CONTROL**
- **AUDIT CORDINATION**
- **LEGAL COMPLIANCE**

IT SKILLS

- SAP-B1 (Intermediate User Level)
- Odoo (Intermediate User Level)
- MS EXCEL

ACHIEVEMENTS

- 📊 **Analyzed Major CSR Initiatives** in the Cement Sector of Pakistan through a comprehensive term report.
- 📈 **Executed Live stock Trading** on the Pakistan Stock Exchange (PSX) using real-time market prices.
- 💻 **Practiced Forex Trading** on FXCM.COM, gaining hands-on experience in currency markets.
- 🏠 **Completed Internship at Habib Bank Limited**, acquiring practical knowledge in core banking operations. Management Award.

LANGUAGES

- **ENGLISH**
- **URDU**