

# HAMZA ALTAF KAYANI

## EDUCATION

- ❖ Bachelors in Accounting & Finance (Riphah International University, Rawalpindi, Pakistan)
- ❖ Intermediate (Aims School & College, Muzaffarabad, AJK)
- ❖ Matriculation (Pakistan International School, Jeddah)

## TECHNICAL SKILLS

- Analytical Skills
- Data Reconciliation
- MS Excel
- Data Analysis

## SOFT SKILLS

- Attention to Detail
- Communication Skills
- Quick Learner
- Professional Integrity

## Accountant

Contact: +966-509576062

Email: [hamzaaltaf430@gmail.com](mailto:hamzaaltaf430@gmail.com)

Location: Jeddah, Saudi Arabia. (Transferable Iqama with Immediate Joining)

## SUMMARY

Recent accounting graduate with a strong academic background in financial principles, bookkeeping, and auditing standards. Skilled in Microsoft Excel and familiar with accounting software such as QuickBooks and SAP through academic projects. Detail-oriented, organized, and eager to apply theoretical knowledge in a real-world accounting environment. A quick learner with a positive attitude, ready to contribute to a professional finance team and grow within the field.

## EXPERIENCE

**Finance Trainee, Suzuki Muzaffarabad Motors, AJK** 02/2024 – 02/2025

As a Finance Trainee, I was responsible for the following:

- Assisted in recording daily cash and bank transactions.
- Helped prepare invoices and receipts for customers.
- Maintained basic records of sales, payments, and expenses.
- Supported bank deposit and withdrawal documentation.
- Assisted in stock counting of vehicles and spare parts.
- Helped with filing and organizing finance documents.
- Observed daily accounting tasks and learned basic finance procedures.

## CERTIFICATES

- Basic Excel for Accounting and Finance
- Introduction to Accounting with QuickBooks
- Fundamentals of Tally Prime for Beginners
- Basic Training in Sage 50 Accounting
- Introduction to PeachTree (by Sage)
- Basics of Bookkeeping in Zoho Books
- Microsoft Excel: Handling Daily Transactions and Reconciliations

## LANGUAGES

- English
- Urdu
- Arabic (Beginner Level)