



HASEEB SULTAN
(ACCOUNTING)

CAREER SUMMARY:

Detail-oriented and results-driven accountant with extensive experience in financial management and reporting. Proven expertise in analyzing financial data, and ensuring compliance with accounting standards. Diligent worker with a history of making things run better by paying close attention to details and making smart financial decisions.

CAREER EXPERIENCE;

REMINGTON PHARMACEUTICALS PVT LTD, LAHORE, PAKISTAN MAR'21 TO OCT'23

Duties & Responsibilities:

- ✓ Examined historical sales information to derive insights.
- ✓ Implemented refined sales approaches to boost overall revenue and achieve better sales performance.
- ✓ Oversaw the entire process of customer orders, from placement to fulfillment, ensuring a satisfactory experience.
- ✓ Handled accounts receivable functions, including efficient collection of payments and communication with customers regarding billing and payment-related matters.

PARACHA INTERNATIONAL EXCHANGE PVT LTD, LAHORE, PAKISTAN OCT'19 TO JAN'21

Duties & Responsibilities:

- ✓ Timely and effective communication and action in addressing financial queries.
- ✓ Monitoring the impact of fluctuating exchange rates on financial transactions.
- ✓ Accurate and systematic recording of financial transactions in the accounting system for proper documentation and reporting.
- ✓ Efficient oversight of financial transactions, ensuring accuracy, compliance, and established processes.
- ✓ Handling interactions with banks, including negotiations, account management, and ensuring compliance with banking regulations and policies.

ACHIEVEMENTS

- ✓ Demonstrated Exceptional Teamwork.
- ✓ Effectively solve a problem through structured approach.
- ✓ Case Study Competition.
- ✓ Volunteer Management.

CORE COMPETENCES

- ✓ Time Management
- ✓ Team Lead
- ✓ Multi-Tasking
- ✓ Problem Solving
- ✓ Ability to prioritize works accordingly

SOFT SKILLS

- ✓ ERP Software
- ✓ MS Excel
- ✓ Quick Book
- ✓ MS Office
- ✓ Peachtree

DECLARATION

I Haseeb Sultan hereby declare the details furnished in the resume are true and correct to the best of my knowledge.

CONTACT DETAILS

Location:

Dubai, UAE

Contact Number:

971 55647 7519

Email Address:

042seebi@gmail.com

LinkedIn:

<https://www.linkedin.com/in/haseeb-sultan-rajpoot-kokhar-642598180/>

Notice Period:

Immediately

Visa Status:

Visit Visa

ACADEMIC CREDENTIALS

> BBA (hons)

University of Lahore

Duration: 2015 - 2020

> HSSC (2011 - 2014)

Precision System Training Center

> SSC (2009 - 2011)

Unique High School

PERSONAL DETAILS

Date of Birth:

11-Sep-1994

Passport Details:

FL5770691 (Valid till MAY 2026)

Gender:

Male

Marital Status:

Single

Nationality:

Pakistani

LANGUAGES

- Urdu (Native)
- English (Fluent)