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# Ahmed Hassan

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## PROFILE

- MS in Project Management from Bahria University (cont. 2019)
  - BBA Graduate from CIIT Islamabad (2018).
  - Worked on Financial Analysis, Event Management, Report writing, Marketing and Pricing Strategy during Academic Projects.
  - Insurance experience as Internee in Askari General Insurance.
  - Brand Ambassador in Air University, Air Nexus.
  - Secured Top position in a Business Project "Simulation Pricing Strategy"
  - Good presentation, communication, marketing and reporting skills.
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## EDUCATIONAL QUALIFICATION

### MS in Project Management (final semester cont.)

Bahria University, Islamabad

### Bachelor of Business Administration (2018 Graduate)

Comsats Institute of Information Technology, Islamabad, Pakistan

### HSSC Pre-Engineering 2013

Punjab College, BISE, Rawalpindi

### SSC Science 2011

Divisional Public School, BISE, Rawalpindi.

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## EXPERIENCE

### 1. One year Working Experience as Transfer and Record Executive. 2018 - 19(Habib Rafiq Capital Smart City)

#### Job Description :

- Scrutinize documents received from clients for authenticity at entry level.
- Receiving and scrutinizing all payments related records from sales and accounts department to ensure completeness and error free data.
- Issuance of allotment letters/certificates to customers (as per SOP) including any other official written communication with customers as per the requirement.
- Maintaining proper record of all correspondence with customers for future reference.
- Maintaining and updating all physical records as per company policy.
- Updating all electronically maintained data on real time basis for ensuring timely availability to all concerned departments.
- Resolving any discrepancies between physical and electronically maintained data on regular basis to ensure accuracy.
- Assist in resolving any queries and concerns of other departments.
- Maintain control over system to avoid misappropriation of records to other departments.
- Any other duties as assigned by Section Head/ Department Head.
- Ensure implementation and administration of security controls over record. Advise further improvements as necessary.
- Produce monthly summary report for use of Dy General Manager.

2. Seven Weeks Internship at Askari Insurance.
  3. Brand Ambassador for Air University, Air Nexus.
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## **SKILLS**

- MS Office (Word, Excel, PowerPoint)
- Database
- MS PROJECT