



Talha Anwar Hussain

Residence permit: 2598763122

Work permit: Saudi Arabian

Date of birth: 08/03/1991

Place of birth: Karachi, Pakistan

Nationality: Pakistani

CONTACT

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ABOUT ME

MBA graduate with experience in HR, accounting, and administration. Skilled in finance, recruitment, compliance, and performance management. Certified in finance, IT, and hotel management. Proficient in Microsoft Office & Google Drive.

EDUCATION AND TRAINING

01/01/2012 – 01/01/2014 Karachi, Pakistan

MBA banking & finance University of karachi

Website www.uok.edu

WORK EXPERIENCE

Captain Express Logistics Services Co. Riyadh, Saudi Arabia

Accounts Manager

01/05/2025 – Current

Financial Reporting & Analysis | AP/AR | General Ledger
Logistics Accounting (Freight, Fleet, Customs)
ERP/TMS Systems (SAP, Tally, QuickBooks)
Cost Control & Profitability Optimization
Zoho Books | Zoho Inventory | Zoho CRM Integration

Spangle Schooling System Karachi, Pakistan

Human Resources Assistant

01/07/2021 – 30/06/2024

- Recruitment and retention.
- Employee relations.
- Performance management.
- Compliance with employment law.

Marhaba Super Mart Karachi, Pakistan

Accounting Manager

01/03/2014 – 30/06/2020

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.

Dr. Salman Medical & Diagnostic center Karachi, Pakistan

Front line medical receptionist

01/01/2010 – 12/2013

- Schedule or reschedule appointments for patients whether in person or on the phone.
- Greeting patients and visitors in a friendly and professional manner ·
- Answering phone calls and scheduling appointments

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu

Other language(s):

English

Listening B2

Reading C1

Writing B1

Spoken production B1

Spoken interaction B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Office | Google Drive | Social Media | Zoho | ERP

OTHER CERTIFICATIONS

15/03/2012 – 15/07/2012

Certificate in accounts and finance

- Purchase system
- Inventory system
- Bank reconciliation
- Payroll
- Sales system

01/2013 – 07/2013

Certificate in Information Technology

Microsoft office

01/07/2013 – 06/2014

Hotel Management Diploma

- HUMAN RESOURCE MANAGEMENT
- HOTEL FRONT OFFICE
- HOUSEKEEPING
- HOTEL ACCOUNTING
- PURCHASE AND COST CONTROL
- FOOD PRODUCTION
- FOOD SERVICE
- BAKERY
- SALES & MARKETING
- EVENT MANAGEMENT
- BUSINESS ENGLISH
- PROPERTY MANAGEMENT INFORMATION SYSTEM

IQAMA STATUS

Transferable

DRIVING LICENCE

Driving Licence: Valid Private Car License