



QASIM LATIF

An enthusiastic, self-motivated, reliable, responsible and hard-working person with a demonstrated history of working in the financial services industry. Skilled in Management, Strategic, Operations, Finance, Cashiering, logistics, Strong support professional with a Bachelor's Degree focused in Accounts & Finance, from Punjab University Lahore.

✉ okqasimlatif@gmail.com

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📅 01 May, 1993

SKILLS

MS Office

Cash Handling

Team Player

Foreign Currency Dealer

LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

Punjabi

Full Professional Proficiency

INTERESTS

Reading

Cricket

Travelling

PERSONAL DETAILS

Marital Status: Married

Sponsorship: Employment Visa

Passport Number: CD8489441

EDUCATION

B.com (Accounts, Finance)

The Punjab University, Lahore

2015 Pakistan

PROFILE SYNOPSIS

- An industrious and results-driven professional with extensive experience in account, customer dealing, operation and Service Forte includes effective supervision and control of the company- wide networking, finance; fund sourcing, and treasury operations with keen attention to detail. Rich exposure to designing and implementing accounting policies/procedures.
- A keen planner and strategist with proven abilities in cash management, accounts receivable/payable, costing, reconciliation statements, creditors/ debtors' management, investment analysis and relationship management.
- Gifted with a vision, determination and skills control networking and introducing well -defined accounting/financial strategies along with internal controls for systematic conduct of business
- Strong problem solving and analytical skills, flexibility, resourcefulness and the ability to multi-task and work under tight deadlines.
- Recognized as a motivated and goal driven professional with strong work ethics, excellent administrative aptitude and the commitment to offer quality work, combine excellent interpersonal and communication skills with strong abilities to work cohesively as part of a multidisciplinary team

WORK EXPERIENCE

Assistant Accountant

Zoom Shipping LLC

October 2022 – Till Date. Dubai UAE

- Maintain company ledgers and daily financial transactions.
 - Create financial documents such as invoices, payables, receivables and bills on x-trail software system.
 - Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
 - Verify payments and deposits made through the company account and coordinate with the bank.
 - Accurately recording all monies received and paid out during the course of a day.
 - Manage all work very carefully, sincerely, honestly in all departments of company.
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Customer Service Executive/Teller

Muslim Commercial Bank

October 2020 – August 2022, Pakistan

- Handling pay-ins and pay-outs of Global Remittances, ability to handle cash related activities
 - Buying and selling all Foreign Currency Retail and Wholesale of Bank Notes
 - Cross selling of Allied products such as National Bonds, Savings and travel cards
 - Ensuring and adherence to Anti-Money Laundering Policy and Procedure ability to handle cash related activities
 - Working closely with department colleagues to ensure that service delivered is top quality and that customer's needs are being attended to
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Customer Officer/Teller

Khushhali Microfinance Bank

March 2019 – September 2020, Pakistan

- Calculate and provided accurate change to customers after transactions.
 - Completed daily record updates and accurate payments total.
 - Processed payments by cash, cheque or cards to complete transaction.
 - Prepare daily cash deposit to move funds to financial institutions.
 - Addressed and resolved complaints regarding transaction and tickets issuing.
 - Calculate figures and numerical data to ensure accuracy in all departments when expense reports are submitted each month.
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Assistant Accountant

Shafi Texcel Limited

December 2015 – January 2019, Pakistan

- Identifying reconciliation items and ensures proper and timely resolution.
- Prepare documents for the company Accountant or for Internal Auditors.
- Manage accounts receivable and accounts payable by depositing cheque and preparing invoices and processing business expense.
- Monitoring and tracking payments vouchers and managing payroll activities and release salaries.
- Create daily reports for management and team members and entering financial data into appropriate software.