

NASEER AHMAD

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villa 24 Muroor Road , Abu Dhabi , 00000 UAE

SKILLS

Cash flow, general ledger, reconciliation of accounts payables and receivables, reporting & stamp filling, liaising with banks, general posting, invoicing, cash flow, petty cash, bank reconciliation, TallyERP9.

LANGUAGES

English , Advanced

urdu, Fluent

punjabi, Fluent

AFFILIATIONS

- AML training Islamabad Stock Exchange Building (Jan 2013)
- AML training PCE Head office Karachi (Jan 2014)
- Tally ERP9 Computerized Accounting Programmed (1 Month)
- Ms. Office Diploma Holder (6 Month)
- Networking Installation (3 Month)
- Bank of Punjab (INTERNSHIP)

ADDITIONAL - INFO

- Excellent time management skills
- Microsoft Office
- Over 10 years experience of operating the computer and entering data in the computer.
- Typing speed over 40 WPM.
- Driving Licence (Dubai)

PROFESSIONAL SUMMARY

To obtain challenging position, which will enable me to utilize my experience and prove my mettle. In effect, to become part of an organization where responsibilities are challenging and chances to rise are plentiful and will culminate into a rewarding career. Furthermore, to pursue the inherent knowledge gained to achieve peak performance as a member of a highly functional unit for the success of the organization and myself.

EXPERIENCE

ARCHIVE CLERK

Quick Movers And Packers LLC

Dubai, UAE

March 2020 - Current

- Responsible for accounting, office support, invoicing, Letters & Bills
- Preparing Expense (for office and Job sites)
- Office management, planning, stationery arrangement, and handling of related issues.
- File Maintenance, correspondence with clients, suppliers & vendors.
- Handling customers and resolving their complains effectively
- Handling petty cash of the company
- Preparing expense reports on daily basis & monthly basis
- Managing fleet staff for transport & maintenance expense of vehicles
- Devised new schedule program for drivers which enhances efficiency of deliveries.
- Maintaining daily fund position & weekly cash flow
- Monitoring all daily transactions like posting of bank payment voucher, cash payment voucher and bank deposit sale of membership cheques.
- Ensuring that all transaction are summarized posted to the proper accounts
- Checking that all the interfaces are done properly and posted to accounts.

CASHIER

Pakistan Currency Exchange Company

Islamabad , Pakistan

December 2011 - January 2020

- Working as a Foreign Currency Cashier in Pakistan Currency Exchange (PAK).
- Handling Foreign Currency to buy and sell. Make deals with other Exchange Houses.
- Handling large amounts of cash including Foreign Currencies.
- Transfer and receive cash from Front Line Associates (Cashier).
- Ensure all teller transactions and other routine processing is done as per laid down procedures and central bank guidelines and ensure due diligence is carried out with respect to money laundering and other regulatory requirements.
- Dealing foreign and local currency.
- Monitoring high value transaction.
- Arrange day-to-day funding.

EDUCATION

HIGH SCHOOL DIPLOMA: ACCOUNTING

Govt college of Commerce

Talagang , Pakistan