

Moeed Abdul Sattar



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CAREER OBJECTIVE:

I am a hardworking and talented with financial work and skilled in team management and team assignments. Competent with word processing and data entry scheduling to support office needs and requirements with 10 years of work experience. I want to secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

CAREER PROFILE/SKILLS:

- Teamwork
- Branch Administration
- Data Collection and Analysis
- Mentoring
- Flexibility

PROFESSIONAL WORK EXPERIENCE:

Organization: Emirates Islamic Bank (FSMSS UAE)

Tenure: August 2022 to till date

Designation: Marketing specialist

Responsibilities:

- Personal and House loans
- Credit cards

Organization: Jubilee Life Insurance Company Limited (Pakistan)

Tenure: January 2015 to July 2022

Designation: Senior Accounts Officer

Responsibilities:

- Responsible for all financial transaction in branch
- Reconcile balance sheet accounts on Daily and monthly basis
- Verify, allocate, post and reconcile transactions
- Branch administration and utility bills payment in automated system
- Fixed assets reconciliation
- Manage income and expenditure accounts
- Customer and Bank dealing
- Payroll and commission adjustments of sales staff
- Underwriting of new business submission
- Customer dealing
- Surrender and death claims reimbursement
- Portfolio management
- Yearly premium adjustments
- Performing internal audit of the assigned branches
- Record keeping for audit purposes

Achievements:

- Best employee of the year 2019 to 2021 with zero error
- Best Compliant resolver of the year 2021

Organization: Muslim Commercial Bank Limited(Pakistan)

Tenure: May 2012 to December 2014

Designation: Relationship officer

Responsibilities:

- Monthly current and saving accounts
- Credit cards
- Customer service and compliant resolving
- Life and Auto insurance
- Personal loans and mortgage
- Recording business transactions

Achievements:

- Achieved entire year target in first six months (2012) Approx 25 million Rupees

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Master of Commerce	University of Azad Jammu and Kashmir, Pakistan	2019
Bachelor of Commerce	University of Azad Jammu and Kashmir, Pakistan	2014

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

TRAININGS & WORKSHOPS:

Excel GURU Training **Year-2014**

- Intermediate and advance levels of MS excel

Anti-money laundering Systems **Year-2017**

PERSONAL INFORMATION:

Father's Name: Abdul Sattar

Date of Birth: 02, Jul 1991

Passport Number: CG5420531

Marital Status: Married

REFERENCE:

Reference will be furnished on demand.