

RESUME



- **NAVEED ASGHAR**
- **Muhammad bin Zayed city, ABU-DHABI** Email : maliknaveed666@gmail.com
- Mobile: **00971558137533**

- To serve an organization that utilizes my potential in the best way and would help to serve my community as well as provide an opportunity to improve my skill and knowledge.

WORK AND RESPONSIBILITIES

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.
- Handling cash, Electronic banking systems, Accounting software Bank reconciliation, selling products ,**Debit** and **Credit** cheques related to **Remittance, corporate** sectors and companies skills and knowledge.
- Cash receiving ,sending money to all over the world through WU ,EXPRESS MONEY ,RIA,IME,TRANSFAST,BANK ACCOUNTS AND CASH PIC UP skills and knowledge.

- **AML Anty** money laundering .FERG ,COMPLIANCE CASH AND ME TRANING CERTIFATES AVAILABLE.
- **NIBAF National institute of banking and finance certificates and also banking and cooperate financial traning certificates available.**
- Banking operations ,customer services , public and private sectors public dealing credit cards , others **banking products selling experience.**
- High levels of skill concentration, accurate keyboard skills, sound judgments.
- Honesty, integrity, professional appearance, strong numerical skills.

Qualifications

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|---------------------|---|---------------|-------------------------------------|
| Masters | • | 2011 | • Political Science |
| | | | • From: Punjab University LAHORE |
| Graduation | • | [2009] | • From: Punjab University LAHORE |
| Intermediate | • | [2006] | • From: BISE Rawalpindi |
| Matric | • | [2003] | • From: BISE Rawalpindi |
| IELTS | • | [2016] | • From BRITISH COUNCIL UAE ABUDHABI |

- **Computer Knowledge**
- One Year Certificate in Accounting from **Govt. College PAKISTAN.**
- 4 months certificate in **MS Windows, Word, Excel, Power Point, English / Urdu Typing & Internet.** From **E-Base Institute of I.T, PAKISTAN.**
- **06 Months** Certificate in **MS Windows, Word, Excel, Power Point, Access, in page, Internet/Email.** From **COMPAQ College of Computer Science, PAKISTAN.**
- **01 Year** Diploma in **Accounting (Peachtree)** from **Decent Computer Centre, PAKISTAN.**

- **JOB EXPERIENCES**

- Working as BRANCH FOREX **CASHIER/ SUPERVISOR** in Lulu International Exchange LLC ABUDHABI UAE Since 20-07-2016 to till Now.
- worked as **Cashier**/DOCUMENT CONTROLLER in spark security services (**Abu Dhabi**) since 18-11-2014 to 18-july-2016.
- Worked as **CASH OFFICER** in N.I.B BANK, PAKISTAN sine 19-09-2014 to 17 Dec 2014.
- Worked as **CUSTOMER SERVICES OFFICER** at United Bank Ltd (UBL), PAKISTAN Since 22-12-2013 to 18-09-2014.
- Worked as **CASH OFFICER** Year's at united bank Ltd (UBL) PAKISTAN since 21-12-2011 to 21-12-2013.
- Worked as **CASH OFFICER** at KASHF Micro Finance Bank Ltd, PAKISTAN Since 28-02-2011 to 21-11-2011
- Worked as Computer Operator at COMPAQ College of Computer Science, (PAK) Since 17-04-2006 to 17-04-2007.
- Experience in PC Hotel Rawalpindi as a Post of "Senior Accountant from 2007 to 2010.
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- 03 Years' Experience in a Private Sector Job as "Accounts Manager in Ghazi Barotha Project.

RESPONSIBILITY

- Managed vendor accounts, generating weekly on demand cheques.
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit.
- Coordinated monthly payroll functions for 200+ employees.
- Liaised with bankers, insurers and solicitors regarding financial transactions.

- **LANGUAGES**

- English : Read, Write and Speak.
- Hindi : Read, Write and Speak
- Arabic : Read, Write and Speak
- Urdu : Read, Write and Speak

- **PERSONAL INFORMANTION**

- Father's Name: : **Mohammad Asghar Malik**

- **Driving licence : 2482229**

- Date of Birth / Age: : **26-07-1986**

- Emirates id : **784-1986-4286983-2**

- Passport number : **BT1828601**

- Nationality: : **Pakistan**

- Religion: : **Islam**

- Marital Status: : **Married**

- Languages: : **English, Urdu, Punjabi, ARABIC**

Declaration: *I hereby declare that the above information is true to the best of my knowledge.*

Your sincerely
NAVEED ASGHAR MALIK
MOBILE NO +971558137533