



## AWAIS

### CONTACT

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📍 [International City Dubai UAE](#)

### EDUCATION

*B.com (2015 to 2017): From University of Sargodha.*

*Intermediate (ICS 2013 to 2015): From B.I.S.E Gujranwala.*

*Matriculation (2011 to 2013): From B.I.S.E Gujranwala.*

### CERTIFICATIONS

- Peachtree
  - APTECH, Pakistan
- Tally
  - APTECH, Pakistan

### COMPUTER PROFICIENCY

MS Office

Outlook

Basic Operations

Internet & Email

### CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

### KEY SKILLS

Energetic

Leadership

Presentation & Professional Speaking

Decision Making

Self-Confident

Accountant

Negotiations

Critical thinking

Cash & Accounts Management

### EMPLOYMENT CHRONICLE

#### Branch Services Officer (Accounts & Cash Management)

Apr 26, 2022–May 27, 2023

Askari Bank Limited

- Handle transactions for customers, including check cashing, deposits, withdrawals, transfers, loan payments, cashier's checks, and opening and closing of accounts.
- Identify customer needs, provide information on new products and services, and direct customers to branch representatives as needed.
- Reconcile cash drawers at the end of your shift, count and package coins and currency, turn in any excess or damaged currency to head teller.
- Track, record, report, and store transactional information and special requests.
- Provide a high level of customer service, offering answers and assistance with a smile.
- Record keeping for the company

#### Teller & Supervisor

Oct 3, 2018 – Apr 25 2022

Habib Bank Limited

Branch Operation and Account Services

- Serve customers by managing documents, information, and financial transactions in an organized, efficient, and secure manner
- Meet and exceed bank service standards, greeting and acknowledging each customer to make them feel welcome, while complying with bank procedures and security protocols
- Work with other tellers as a team to complete daily tasks while demonstrating respect and professionalism, being prompt, and supporting management as needed

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills - verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and positive language.
- **ORGANIZATION** - Helping others, Organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

## LANGUAGES KNOWN

- English
- Urdu
- Punjabi

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 01/09/1995  
Nationality : Pakistani  
Marital Status : Un-Married

## PASSPORT DETAILS

Passport Number : BF1697851  
Date of Issue : 05/10/2020  
Date of Expiry : 04/10/2030  
Visa Status : Visit visa

## PERSONAL INTEREST



Songs



Travelling



Reading

## REFERENCE

Available upon request

## Assistant Accountant |

May 11, 2017 - Sep 07, 2018

### GHULAM REAL ESTATE AND DEVELOPMENT (SMC-PRIVATE) LIMITED

- Making invoices for the Customer.
- Making Ledger for the Record Keeping.
- Updating Monthly Accounts Report.
- Expenditure Monitoring of the Company.
- Vendors Management (Contracts/Rates).
- Manage FBR/Tax Matters and timely Reported to FBR.
- Making Financial Reports.
- Record Keeping for the Company.

## DECLARATION

- I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particular.