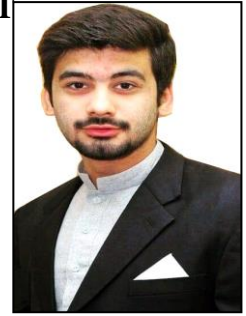


CURRICULUM VITAE

Hamza Taimour

**Address: MUSAFFAH #26 NEAR KM TRADING MARKET
ABU DHABI UNITED ARAB EMIRATES**

Contact: +971-526498479



PERSONAL PROFILE:

Father's Name	Muhammad Taimour
Email ID:	<u>hamzataimour6@gmail.com</u>
Visa Status :	Employment visa
UAE Driving License:	Available

EMPLOYMENT OBJECTIVE:

Looking for a challenging career in an organization where I can use my efforts to the best of my ability and where my education, specialized proficiency and capability would be valuable to the growth of organization and myself.

CERTIFICATIONS:

- Skill Development Council (Office Automation,2013)
- Cosmos Institute of Computer Science (Office Automation,2013)
- Haris Institute Recognized by:
Skill Development Council and Trade Testing Board (TTB)
Govt of Pakistan (English Language,2014)
- Haris Institute Recognized by:
Skill Development Council and Trade Testing Board (TTB)
Govt of Pakistan (Microsoft Office,2014)
- Digital Youth Summit19 (Participation,2019)
Information Technology Board
Government of KPK
- Sarhad Chamber of Commerce and Industry Peshawar (Internship,2019)
- Association of Chartered Certified Accountants (Income Tax Returns,
Registering, Filing and
Revising,2020)
- TVM Excellence Awards (Volunteer,2021)
Best Performance

EDUCATION/QUALIFICATIONS:

- | | | |
|--------------|---------------|-----------------------------|
| • Matric | Arts | From Peshawar Board |
| • F.A | Inter Science | From Peshawar Board |
| • B.S (Hons) | Economics | From Agriculture University |

RESEARCH EXPERIENCE:

Thesis: ROLE OF SOCIETY FOR THE PROTECTION OF THE RIGHTS OF THE CHILD (SPARC) IN PROMOTING CHILD RIGHTS IN PESHAWAR (2016-2019)

- Methodology
- Activities of Sparc
- Competencies of the Sparc
- Conclusion and recommendations

WORKING EXPERIENCE

Income Tax: 04 years working experience as Income Tax Consultant Provider

- Duties & Responsibilities
- Drafting Form H
- Company Registrations
- Membership Requirements
- NTN/ Returns Formatting

Accountant: 01 month internship in Sarhad Chamber of Commerce KPK Peshawar Pakistan.

Sales and Marketing: 03 years working experience as Real Estate Company at Eleven Properties (Private Limited) Islamabad Pakistan.

- Projects
- Capital Smart City
- Lahore Smart City
- Imarat
- Park view City
- Nova City

Takaful Consultant: 04 months working experience as pak Qatar family takaful life insurance (Private limited) Peshawar Pakistan.

SHARAF EXCHANGE: 2 year working experience as Sharaf exchange llc Dubai teller and supervisor (branch operations).

RESPONSIBILITIES:

- Monitoring the current market status for cross selling of foreign currencies.
- Remittances across the globe as per customer instruction.
- Handling the cash during closing and ensure that cash are tallied.
- Cash verification, declaration of excess cash and / or shortages.
- Deposits branch fund to head office and prepare necessary supporting

Documents on a daily basis.

- Corporate remittances and liaison with corporate clients.
- WPS enrolment of corporate clients / companies and disbursement of Salaries.
- Adhere to relevant AML rules policy and procedures of the company Wherever applicable.
- Knows how to identify counterfeit bank notes.
- Skilled and excel in all bank transactions including cash and cheque Handling, foreign currencies , customer service management and Management, team management.
- Complying branch operations with AML policies and SOP
- Preparing and analyzing reports.
- New company acquisition and onboarding.
- Conducting internal auditing and surprise cash verifications.
- Coordinating various marketing activities.
- VAT payment.
- Western union report.
- Instant cash report.
- Forex stock report.

COMPUTER EXPERIENCE

- MS Office Automation
- MS Excel
- MS Power point
- Windows Installation
- HW/SW Installation
- Internet Browsing
- Basic Knowledge of Computer

COMMUNICATION SKILLS

▪ ENGLISH	Reading	Writing	Speaking
▪ HINDI	Reading	Writing	Speaking
▪ URDU	Reading	Writing	Speaking
▪ PASHTO	Reading	Writing	Speaking
▪ ARABIC	Reading	Writing	Speaking

REFERENCES

Assistant professor, Rural Development, The University of Agriculture, Peshawar, Pakistan

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