

Babar Ali

I Have My Own Employment Visa.



Personal details

babar9070@gmail.com

056-7628053

Hor Al Anz Dubai United Arab Emirates Dubai

August 15, 1986

Pakistan

linkedin.com/in/babar-ali-6802390

Skills

Self-motivation, organizational skills, ability to manage deadlines, team working ability, communication and interpersonal skills, proficiency in IT, a methodical approach and problem-solving skills, Ability to work with different cultures people.

Languages

English

Urdu

Hindi

Education

- MBA Finance (Master of Business Administration)** Nov 2007 - Oct 2009
Mohi Ud Din Islamic University Az&K, Pakistan
- B.Com (Bachelor of Commerce)** Jun 2005 - Jun 2007
University of Punjab Lahore, Pakistan
- FSC.(Pre- Engineering)** Apr 2002 - May 2005
Degree College of Faisalabad, Pakistan

Employment

Cash Officer Mar 2021 - Apr 2023
Vivo Mobile Private Limited (A Chines Multinational Company), Pakistan
Cash Handling: Receive and disburse cash and checks, count money to verify amounts, and ensure that transactions are accurate
Record Keeping: Maintain accurate records of all cash transactions, including receipts, deposits, and withdrawals
Balancing Cash: Ensure that the cash drawer or vault is balanced at the beginning and end of each shift, reconciling any discrepancies.
Cash Management: Monitor cash levels to ensure there is an adequate amount for daily operations while minimizing excess cash on hand.
Collaborate with colleagues and other departments to ensure Financial operations.

Transport Officer Sep 2017 - Aug 2019
Valtrans Transportation System and Services Dubai, United Arab Emirates.
Managing the staff pick-ups and drop off services.
Maintaining high volume of staff transportation to over 200 locations all over the UAE.
Incharge of day to day operations including scheduling of drivers.
Assigning the vehicles and route planning.
Record data for each employee such as number of jobs, pick up & drop off etc.
Making sure that all vehicles are properly maintained and serviced.

Assistant Manager Accounts May 2014 - Aug 2017
Nahal Bus Transport Dubai, United Arab Emirates.
Maintain the accounts of debtors & creditors.
Prepare the invoices.
Dealing with customers.
Preparation and review of payroll of employees.
Receive payment by cash, check and credit cards.
Issue receipts, refunds, credits, or change due to customers.
Dealing with insurance companies about insured vehicles.

Accounts Officer Jan 2010 - Mar 2014
Kamran Textile Private Limited (A Export Company), Pakistan
Prepare & Reconcile bank statements.
Reconcile the accounts payable & receivable.
Establish & maintain cash controls.
Establish, maintain & reconcile the general ledger.
Monitor cash reserves & investments.
Checking & posting cash and bank vouchers