



# Muhammad Zeshan

## PROFESSIONAL SUMMARY

As a graduate with Bachelor of Commerce degree (Accounting), I am seeking a position to explore my skills to the best of my ability in a team-oriented workplace and to develop experience using my educational background and also expend my knowledge and skill.

## CONTACT

- Dubai, UAE
- +971524598400
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- xeshankhan33@gmail.com

## PERSONAL DETAIL

Father's Name:	Ashiq Hussain.
Date of Birth:	06-03-1994
C.N.I.C. #	31201-5867251-3
Passport	AQ5842512
Nationality:	Pakistani
Domicile:	Bahawalpur (Punjab)
Religion:	Islam

## SKILLS

- MS Office
- Typing Speed 35WPM
- Quick learner & Confident to take Challenge at different level of job
- Workout routine planning.
- Calm under pressure.
- Decision making skills
- Hard working and self-motivated.
- Scheduled maintenance.
- Time management.
- Communication skills.
- Public relations.
- Problem solving skills
- Lead development
- Customer service
- Customer relations
- Window Installation
- Internet Surfing & E-mail
- Creativity and innovation

## Experience:

- Better Quality Foodstuff Trading LLC Dubai as Senior Clerk and Assistant Account - 17/7/2023-PRESENT
- NRSP Bank as Operation Officer/ Teller Pakistan - 04/12/ 2019 - 13/2/2023.
- NRSP Bank as Customer services Officer/ Teller Pakistan- 20/07/2018 - 16/09/2019.

**Assistant Account Work History:** Sale and Purchase Data Entry, Receivable and Payable checks/ACH Payments, General Voucher, Cash Handling, Cheque write on software, Process all accounts clients with statements, Files and record maintenance, Responds to all vendor employees' inquiries regarding invoices, expenses and Cheque requests, Resolve invoice discrepancies, Other general accounting duties as assigned.

## Teller/Cashier Work History:

- Cash handling according to on Bank's policy
- Record financial transaction and posted it into appropriate heads
- Operate vault register cash in and out
- Resolve cash till when closing, ensuring the money matches the report and is stored safely
- Store the cash in a secure location or vault until it is deposited.
- Bundle currency accurately according to bank's instructions
- Reconcile all cash drawers and safe counts
- Ensure proper cash handling procedures are being followed by all team members
- ATM Replenish
- Reconcile all cash drawers and safe counts
- Ensure accurate accounting of all transactions
- Currency management system & Cash Position maintain
- Cash Sorting like Fit & unfit Cash

## Customer Service Officer/Operation Officer Work History

- Customer dealing
- Account opening
- ATM Card received and deliver
- Check book receive and deliver
- Clearing, Loan Booking
- KYC, CIF, SS Card
- Cross-selling
- Transfer Entries, Ledger
- Voucher Maintenance
- DD, PO Maintenance, and EOD entry

## LANGUAGE

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- English
- Urdu
- Punjabi
- Saraiki

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### Training:

- 01 days training Session on AML/CFT, Bahawalpur 30-11-2021.
- 04 days orientation training workshop for CSOs/Teller Dated 22 to 25-09-2020
- 04 days orientation training workshop for CSOs/Teller Dated 12 to15-02-2019

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### Education:

#### **Bachelor of Commerce, (2015-2016)**

Allama Iqbal Open University Islamabad Pakistan

#### **Higher Secondary Certificate: Commerce (2011-2012)**

BISE Bahawalpur

#### **Secondary School Certificate: (2008-2009)**

BISE Bahawalpur

### Accounting Software:

- Tally
- Oracle

### Cheque Software:

- Chrysanth Cheque writer

### Currency Software:

- Currency Management System

### Computer Literacy:

- 06 Month Computer Course from AL Faisal Computer Training Center (01-03-2016 to 30-08-2016)
- 01 Month Computer Short Course from Aiml College Ahmad Pur East (07/2014)

### Spoken Literacy:

- 03 Month English Spoken Course from Aiml College AhmadPur East (Feb to May 2015)
- 01 Month English Spoken Course from Aiml College AhmadPur East (07/2014)

### Personal Traits:

- Good in dealing with different types of peoples
- Desirous of achievements
- Ready to learn new thing and adjust in multi-cultural environment
- Strong communication skills
- Fluent in English, Urdu/Hindi, Saraiki, Punjabi

Thanks for viewing my CV.