



ZEESHAN ANWAR

ACCOUNTANT

OBJECTIVE

Seeking a position as a dedicated Banking Professional, utilizing my skills in financial analysis, customer service, and risk management to provide exceptional banking solutions, foster client relationships, and contribute to the growth and success of the financial institution

Contact

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Location:
JVC DUBAI

Language:

English

Urdo

EDUCATION

BS- Banking & Finance (CGPA-3.36/4)

SEP-2011 – OCT-2015

Abdul Wali Khan University
Mardan

WORK EXPERIENCE

MCB BANK LTD (ACCOUNTANT-6 YEARS)

(SEP-2017–JUN-2023)

- **Financial Record-keeping:**
 - Maintain accurate and up-to-date financial records.
 - Record financial transactions in accounting software or ledgers.
 - Ensure that all financial transactions are properly documented.
- **Bookkeeping:**
 - Prepare and manage financial statements, including balance sheets, income statements, and cash flow statements.
 - Track and reconcile bank statements.
- **Budgeting:**
 - Assist in the preparation of budgets.
 - Monitor actual financial performance against budgets.
 - Provide analysis on budget variances.
- **Financial Reporting:**
 - Prepare regular financial reports for management or external stakeholders.
 - Ensure compliance with accounting standards and regulations.

CERTIFICATION

- AML-CFT Certified
- Certified Bank Teller
- Mortgage Banker And Broker
- MPMG Housing Finance

Expertise Skill

- FINANCIAL RECORD
- INTERNAL AUDIT
- BOOKKEEPING
- TAX COMPLIANCE
- BUDGETING
- PAYROLL PROCESSING:
- AML/ CFT COMPLIANCE
- RELATIONSHIP MANAGEMENT
- FINANCIAL ANALYSIS/ REPORTING
- FINANCIAL SERVICES KNOWLEDGE

- **Tax Compliance:**
 - Prepare and file tax returns.
 - Stay updated on changes in tax laws and regulations.
 - Advise management on tax implications of business decisions.
- **Audit Support:**
 - Assist with internal and external audits.
 - Provide documentation and explanations for auditors.
- **Payroll Processing:**
 - Calculate and process payroll.
 - Ensure compliance with tax regulations and employment laws.
- **Financial Analysis:**
 - Analyse financial data and trends.
 - Provide insights and recommendations to improve financial performance.
- **Compliance and Ethics:**
 - Ensure compliance with financial regulations and ethical standards.
 - Implement and monitor internal controls.
- **Financial Software and Systems:**
 - Utilize accounting software and other financial tools efficiently.
 - Stay updated on advancements in accounting technology.
- **Communication:**
 - Communicate financial information to relevant stakeholders.
 - Collaborate with other departments to gather financial data.
- **Continuous Learning:**
 - Stay informed about changes in accounting principles and regulations.
 - Pursue professional development opportunities.