

SYED HASSAN JAVED
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Profile Summary

- **5 years of experience in Branch Operations role within Banking & Financial services. Have built ability to provide outstanding services within any environment and ensure that I represent any business in a professional & approachable manner. Solid skills in organization, problem solving, team work & communication as well am able to handle complex situation weather they are face-to-face or telephone setting.**
- **Proficient in accounting across multiple contexts and environments. Adept at all functions of Accounting, including balance sheets, processing payments, managing accounts payable, payrolls and providing executive administrative support. Also proficient in Tally, Quick book & Microsoft application and other accounting software platforms.**

Objective

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the

Company.

Skills

- | | | |
|-------------------------|---------------------------|------------------------|
| • Accounting | • Effective Communication | • Self-Motivated |
| • Microsoft Application | • Customer Service | • Software Proficiency |
| • Complete Data Entry | • Integrity | • Time Management |
| • Willing to Improve | • Problem Solving | • Business Acumen |

EDUCATION

Master of Business Administration (MBA Acct & Finance) - 2016

Bachelor of Commerce (BCOM) - 2012

Work Experience

- **Officer In charge Pakistan Corridor**
Lulu International Exchange (April 2023-cont)

Job Assignment

- Responsible for sourcing and acquiring new business opportunities for Pakistan corridor.
- Achievements of corridor targets for our products in the area assigned.
- Creating a business plan & sales strategy that ensures organizational sales goals and profitability for Pakistan Corridor across the UAE.
- Responding to all calls received from the customer.
- Work closely with Marketing to identify appropriate marketing campaigns to support Sales Strategy.
- Conduct competitor & market analysis and provide feedback, suggestions & recommendations to higher management to improve business positioning, systems, and procedures.
- Attend and participate in social center events, gatherings, special programs, and cultural presentations to develop and maintain cordial relationships with stakeholders.

- **Branch Supervisor**
Lulu International Exchange (Aug 2021-March 2023)
- **Branch Supervisor**
Sharaf Exchange LLC (April 2018- July 2021) Dubai, UAE

Job Assignment

- Meet and Greet Customer at Counter.
- Provide service to Retail and Commercial Customers.
- Communicate regulations and norms regarding transactions in a professional manner.
- Handle Remittances, and other customer transactions as assigned by the Branch Management with zero defects.
- Ensure assigned work activities are carried out as per Company policies and procedures.
- Ensure Cash Handling is done as per Company policy, and Cash Balance at assigned 'Till' is accurately tallied and appropriately handled as instructed by the Management.
- Report any anomalies such as under/over to concerned superior immediately.
- Exercise due diligence in processes related to customer transactions to ensure risk mitigation and adherence to relevant AML procedures and KYC

Accountant

Albayrak Platform Turizm (2017)
Lahore Pakistan

Job Assignment

- MIS Reporting.
- Processing payments of suppliers within established time & terms.
- Monitoring of Credit Limit, Credit Period & Overdue Invoices.
- Continuous Payables & Receivables Analysis and reporting to Management for further Decision-Making by adding valuable inputs.
- Collection of Receivables (Cheque/ Bank Transfers) & allocation against invoices.
- Regular follow up with customers for due & overdue payments.
- Raising debit & credit notes.
- Bank Reconciliation Statements.
- All the duties assigned by Management from time to time.
- Management of Petty Cash.
- Payroll Preparation.

Cash Officer

Habib Bank Limited (2014-2015)
Lahore Pakistan

Job Assignment

- Cash Deposits and withdrawals from customer accounts.
- Preparing clearing Cheques.
- Preparing Demand Drafts and pay orders.
- ATM machine replenishing.
- Management of Petty Cash.
- Management of Account Receivables and Accounts Payable.
- Payroll Preparation.
- Preparation of Daily, Weekly and Monthly Reports.
- Monitoring of Inventory (Physical Stock Taking).

Certification

- Peach tree accounting software.
- Cash Officer training.
- AML & CFT (new rules 2022 , 1 day course)
- Practical finance.
- Internship from Askari bank Ltd.

I hereby certify that the above information is true and correct.

Syed Hassan Javed