



Roman Zafar

ADMINISTRATIVE OFFICER

Visa Status : Visit

CONTACT

- +971 56 202 8241
- romanzafar94@gmail.com
- Sharjah, United Arab Emirates

SKILLS

- Office Management
- MS OFFICE
- Strategic Planning
- Mail Handling
- Records Preparation
- Recordkeeping and File Management
- Cash Handling
- Customer Services
- Work Planning and Prioritization
- Document Control
- Administrative and Clerical Support
- Time Management
- Computer Proficiency
- Work Accuracy

LANGUAGES

- ENGLISH
- URDU
- PUNJABI
- HINDI

PROFILE

Highly organized professional with 4 years' experience in providing exceptional administrative support to departments and personnel. Proven track record of ensuring accuracy and efficiency in handling bank accounts and cash, scheduling meeting coordination and records management. Committed to delivering outstanding customer service and excellent communication skills.

EXPERIENCE

2020 APRIL - 2023 NOVEMBER

HAMDAN MOTORS

ADMINISTRATIVE OFFICER
(SIALKOT PAKISTAN)

- Implemented effective strategies to streamline office operations.
- Compiled and analyzed data to generate reports for business decision-making.
- Maintained confidential records in accordance with company policy and legal requirements.
- Handling bank and cash matters and properly maintained balance sheet.
- Prepared presentations using Microsoft Office Suite applications.
- Created and maintained filing systems, both electronic and paper-based, for easy access to information.
- Created and managed database systems to store and organize information.
- Assisted the executive management team in making informed decisions by providing timely and accurate administrative support.
- Provided support to management by troubleshooting operational issues

APRIL 2019 - DECEMBER 2019

HABIB BANK LTD

TELLER /CASHIER
(SIALKOT, PAKISTAN)

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Informing customers about bank products and services.
- Handling currency, transactions, and confidential information in a responsible manner.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Packaging cash and rolling coins to be stored in drawers or the bank vault.
- Following all bank financial and security regulations and procedures.

EDUCATION

GRADUATED IN 2018

UNIVERSITY OF THE PUNJAB, LAHORE

BACHELORS OF COMMERCE (B.COM)

REFERENCES

AVAILABLE UPON REQUEST.