

# Fawad Ali

Dubai, UAE



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## Career Objective

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career .

## Career Profile / Skills

- ✓ Standards of accounting
- ✓ Effective communication
- ✓ Service orientation
- ✓ Data analysis
- ✓ General business knowledge
- ✓ Problem solving
- ✓ Critical thinking
- ✓ Software proficiency
- ✓ Prioritizing
- ✓ Knowledge of regulatory standards

## Responsibilities

- ✓ Maintaining financial records
- ✓ Remittance
- ✓ Performance management
- ✓ Branch Operations
- ✓ KYC during creation
- ✓ Account Opening
- ✓ Clearing
- ✓ Administrative support

## Work History

2022 - 2024

### **Officer Operations**

**Bank Al-Habib limited** - Mardan , Pakistan

- process of all cash transaction related deposits, withdrawals & foreign currency
- Handle cash, credit, or check transactions with customers
- Issue change, receipts, refunds, or tickets
- Creation of Individual/ Corporate membership
- Dormant membership activation
- KYC during creation of membership
- CIF creation



- Account opening creation
- Dealing with customers to fulfill their requirements
- Reactivation of dormant account
- Electricity & Internet bill payment collection
- KYC during account opening
- Cheque book processing, issuing and record keeping
- Receive request from the customer for opening of account in BAML.
- Account opening with understanding of financial processes and regulations.
- ATM processing, issuing and record keeping
- Efficient and secure processing of remittances while prioritizing client satisfaction.
- Provide AOF form, specimen signature card, ATM card form, products to account holder.
- Provide pay-in slip book for deposit of funds.
- Preparation, maintenance and monitoring of overall Internal controls.

2021 - 2022

### **Accountant**

**Curelink Healthcare Pvt Ltd** - Punjab, Pakistan,



- Financial statements.
- Managing Accounts Payables Cycle.
- Preparation of bank reconciliation on monthly basis.
- Managing and collections of revenue from In-patients and Out-patients.
- Payroll processing and petty cash management.
- financial regulations and reports VAT and corp tax returns, VAT refunds, ESR audits
- Review of accounting system and report preparation based for higher management.
- To make sure whether proper accounting standards are followed
- Oversee legal matters and liaison with external auditors/consultants.

2020 - 2021

### **Cashier**

**Nesto Hyper Mall** - KPK, Pakistan,



- Made sure customers could pay quickly
- Prepare vouchers for cash payment
- Prepare cheques for the store payments
- Payment of Utility bills, SNGPL, MEPCO & PTCL.
- Helped sell more by being friendly.
- Reached or passed sales goals.
- Worked with local groups for sponsorships.
- Wrote daily reports on sales and money.

## Education

**Bachelors of Business Administration (Finance ) 2016- 2020**  
( Abdul wali khan University Mardan )



## Certification / Additional Skills

MS Office	(All versions, esp. MS Word, MS Power Point and MS Excel)
Software	(Oracle Business Enterprise)
Software	(Oracle Flex cube 12.4 version)