



## Position applied for: Payroll Assistant / Teller / Branch Supervisor

### SUMMARY

Served as Branch Manager in Malik Money Exchange, Sharjah UAE. Have more than 12 years of credible professional experience of working in private sector & had attended multiple national/international level trainings & courses.

I had developed good understanding & inculcated diverse knowledge on matters of office management, accounts & public dealing and know how to implement the same in letter & spirit.

### EXPERIENCE

#### **MALIK MONEY EXCHANGE, Sharjah UAE**

##### **Branch Manager** (May 2021 to May 2022)

- Supervised all the operational & administrative affairs of the branch.
- Managing resources & staff, developing & attaining remittance goals, delivering customer service, and growing the location's revenues.

#### **MALIK EXCHANGE, Abu Dhabi UAE**

##### **Cashier** (September 2017 to April 2021)

- Accepting payments from customers and give change and receipts.
- Proven record of using the right process for cash, credit cards, or other payments
- Send/Receive money, through IME(RIA), Transfast & Barqraftaar Counter
- Highly skilled in using cash registers, live transactions worldwide.

#### **MALIK EXCHANGE Abu Dhabi UAE**

##### **Payroll Officer** (October 2015 to August 2017)

- Manage and supervise Company Master Card system
- Manage entire Close Loop Card from software to hardware
- Coordination and management of entire payroll function
- Manage and supervise direct reports within the payroll Team
- Demonstrated payroll management experience
- Central Bank Fund Transfer on daily basis
- Uploading WPS files & Customer Dealings
- Preparation of Agreement and making Master sheets and SIF
- Collecting proper and required documents from customers.
- Record all transactions promptly, accurately as per Company & CBUAE procedure

#### **MONEY LINK EXCHANGE PVT LTD**

##### **Cashier/ Remittance Executive** (October 2010 - September 2015)

Peshawar, Khyber Pakhtunkhwa, Pakistan.

- Greeting customers, collecting payments, using scanning devices.
- Answering to customer inquiries, accepting customer returns, and counting the money in the cash drawer.

### EDUCATION

#### **Sarhad University of Sciences & Information Technology, Peshawar.**

Bachelor of Computer Sciences (Hons) – 2010

#### **Peshawar Model Degree College, Peshawar.**

Higher Secondary School Certificate – 2005

#### **Kings Hall Public School, Peshawar.**

Secondary School Certificate (Science Group) – 2003

**Available  
Immediately.  
Freelance Visa valid  
till  
April 2026**

## **SAWAB GUL**

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### **EXPERTISE.**

- Account Reconciliation.
- Payroll Accounting.
- Journal Entries.
- Have good interpersonal communication & leadership skills.
- Good Command on MS Office, Networking, LAN / WAN, Troubleshooting.

### **LANGUAGES**

- English
- Urdu
- Hindi
- Pashto

### **TECHNICAL SKILLS**

- Time Management.
- Sensitive & Confidential.
- Attention to Details.
- Computer Skills.
- Organizational Skills.
- UAE Driving License Holder.