



RUBAB ANWAR

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Visa Status | Spouse Sponsorship



SUMMARY

A highly analytical and motivated individual with proven 8 years of experience in the KYC and Service industry with an exemplary track record of analyzing the process and data. Handling issues regarding service and resolve on time.

Seeking a challenging role that has "dimensions" to keep my career dynamic and provide me with an opportunity to prove my competence and versatility.

Quick learner on new business processes with effective communication and managing teams.

Having Experience in different work processes such as HR, Customer Service, Consumer Lines Operations, Administrator.



EXPERIENCE

ADWISE International DMCC / Administrator & HR Dubai | May 2023 – February 2024

- Supporting Clients to Establish new business in UAE and assist them in whole process: documentation and opening bank account also and if required necessary approvals from DED & RTA depending on business activity.
- Coordinating with regular clients for Visa process, new visa, renewals and Visa Cancellations. Assisting for applying insurance for their employees (Group insurance, Individual insurance etc.)
- Applying for EBBF certificates and GAS (Government Sports Authority) certificate renewals.
- Answer and responding to Incoming calls and E-mails from customers and Maintain customer database and company records.
- Manage weekly payroll sheets and employee attendance tracking & WPS salary Transfer. GPSSA registration for UAE national's employees.
- Filing Corporate Tax registration.
- Performing various administrative & Clerical tasks For example: applying for MOFA attestation, Conduct reports

Riviera Mineral Water Abu Dhabi / Admin & CSR Abu Dhabi | Jan 2021 - Apr 2023

- Answer and responding to Incoming calls and E-mails from customers and managing booking requires.
- Provide prompt, accurate and courteous responses to Customers and handled service complaints professionally and resolved ASAP.
- Generating reports for Customers, Contractors and management through internal system as well as Excel. KYC verification was performed for all the credit clients and details were confirmed, before the business was not booked in the system.
- Participated in voluntary corporate training classes to increase understanding of caller concerns and shorten call response time.
- Solve routine and complex problems. Contact supervisor immediately for problems unable to solve. Handled Company Social media Accounts and replies to Google Reviews professionally.

Besto Hyper Market | Account Assistant) Abu Dhabi | August 2020 - December 2020

- Record Journal Entries and payments for Cash bills. Manage Cash and bank Accounts Accurately.
- Record and reconcile invoices from suppliers and prepare Statement for payment.
- Monitor status of Accounts receivables and payables to Facilitate efficient processing.
- Manage petty Cash and help prepare Month-end, quarterly and year-end closing reports.
- Follow up Clients for financial matters Such as Payment due.
- Record new items, price updating and change prices On scale system.

Royal Corporation | Admin/Inventory Management Pakistan | 2017 - 2018

- Ensure appropriate invoices are received and prepared the paper work for payment.
- Work on item ledger, Co-ordination with Warehouse and other branches also. Arranged orders on time.
- Prepare quotation/PO/sales invoice/GRN
- Verify Delivery notes and stock evaluation Quarterly and yearly basis.
- Record Journal Entries and payments for Cash bills. Manage Cash and bank Accounts Accurately.

Dr.A.Q.KHAN SCHOOL |Account Assistant /Admin Officer Pakistan| 2015 - 2017

- Making admission. Briefing parents about school policies and reputation overall.
- Managed problems and issues arising from the parents regarding studies or accounts section.
- Keep physical files and digital records organized for easy updating retrieval by authorized team members.
- Handle accounts responsibilities as well, Monthly reports, Pay roll, payment of Utilities bill etc.
- Received the best employee feedback for making lot of parents satisfied with high standard services.



EDUCATION

Master of Commerce (EMBA) 2018

Management Accounting, Principles of Management, Financial Management, Business Finance, Human Resource Management, (Business. Admin.)

Bachelor of Commerce 2010

Business Taxation & Auditing, Business Management, Business Economics, Costing, Business Communication, Business Administration,



SKILLS

Departmental

- KYC
- Account Assistant
- Consultation
- Business Administrator
- HR

Personal

- Effective Leader/Trainer
- Team Management
- Efficient Multi-task
- Employee Development
- Attention to detail