

**SYED HASSAN JAVED**  
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### Profile Summary

- **6 years of experience in Business development, Sales & Marketing and 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 as able to handle complex situation whether they are face-to-face or telephone setting.**

### 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

- Sales and Marketing
- Microsoft Application
- Relationship mgmt.
- Accounting
- Effective Communication
- Customer Service
- Integrity
- Problem Solving
- Self-Motivated
- Software Proficiency
- Time Management
- Business Acumen

### EDUCATION

- **Master of Business Administration (MBA Acct & Finance) - 2016**
- **Bachelor of Commerce (B.COM) – 2012**
- **High School (I.COM) – 2010**

### Work Experience

- **Remittance and Sales In charge Pakistan Corridor**

**Lulu International Exchange Abu Dhabi (April 2021-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**

**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**