

MUHAMMAD UMAR



E-MAIL

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CONTACTS

Mobile
0300-4066060

ADDRESS

Mohallah Amir Abad
Jalalpur Pirwala (Multan)

PERSONAL DATA

D.O.B. : 01 Jan. 1989
Sex : Male
Nationality: Pakistani
Status : Married

Visa Status

Passport No.
BF2225022

LANGUAGES KNOWN

English, Urdu and Punjabi

SUMMARY

To provide vital service and support to any given task by the company in the direction of its goals, to impart my knowledge and all my abilities learned through experience and education in the most suitable and excellent manner. Quick learner, Team Player, Effective Planner, self-motivated and with an ability to deal with cross-cultural communication.

AREAS OF EXPERTISE

- Hard worker
- Problem Solver
- Customer Relations
- Computer Literate
- Working w/ strict deadline
- Presentable & Well Organized
- Excellent social skills
- Fair in English

PREVIOUS EXPERIENCE

17 April 2021 to till

Designation: Accountant

Company : **HABIB RAFIQ PVT LTD**

Location : **LAHORE**

JOB PROFILE

- Posting of JV's
- Clearing Of Payment
- Bank Reconciliation
- Cash receipts and payments

10 January 2016 to 26-August 2020.

Designation: Cashier

Company : **AL FARDAN EXCHANGE LLC**

Location : **DUBAI**

JOB PROFILE

- Remittances
- Foreign currency purchase and sale
- Salary payments
- Fly Dubai and Air Arabia ticketing
- Cash receipts and payments

. 2nd January 2015 to Dec 2015.

Designation : OPERATIONS OFFICER

Company : **HABIB BANK LIMITED PAKISTAN**

Location : **Multan (Pakistan)**

Job Profile

- Account opening.
- Clearing
- OBC, IBC.
- Posting of transfer vouchers.
- And all operations work of branch.

10 December 2012 to December 2014. Designation : Cash Officer

Company : **HABIB BANK LIMITED PAKISTAN**

Location : **Multan (Pakistan)**

Job Profile

- Cash receipts and payments.
- Utility bills and University fee.
- Posting of Cheque, Receipt and Online funds transfers.
- Cash balancing at day end.

EDUCATIONAL QUALIFICATIONS

Masters in Commerce (M.Com): 2012-: 2014

Bahauddin Zakariya University, Multan. (Pakistan)

Bachelor in Commerce (B.Com) : 2007-2010

Bahauddin Zakariya University, Multan. (Pakistan)

Intermediate (FSC): 2005-2007

Board of Intermediate and Secondary Education Multan. (Pakistan)

Matriculation: 2003-2005

Board of Intermediate and Secondary Education Multan. (Pakistan)

COMPUTER SKILLS.

Microsoft office tools (MS Office, MS Excel, MS Power Point)

Good Typing Skills.

OPERATING SYSTEM SKILLS

Having sound command on the installation and configuration of

Windows XP,

Windows 7

Windows 8

Internet browsing

Chatting

***References can be furnished upon request ***