

# **CONTACT**

+971502282067

EMAIL: vasirbacha1988@gmail.com

## **LOCATION**

HOR AL ANZ DUBAI UAE

## **LANGUAGE**

**English** 

Urdu

Hindi

**Pushto** 

## PERSONAL DETAILS

Date Of Birth: 11/04/1988

Nationality: Pakistani

**Marital Status:** Married

Visa Status: Employee Visa

ID No: 784-1988-9340186-3

Issuing Date: 22/05/2024

Expiry Date: 21/05/2026

## **SKILLS**

Social Media Marketing (SMM)
Instagram, Twitter, Facebook.
Paid Socail Media Advertising
Ms. Office, Ms. Excel, Power Point,
A flexible working team,
Communication, installation of
computer software, hardware,
Troubleshooting, Windows
Installation, System Errors
Solution and Shopify online Store

# Yasir Bacha

### CAREER OBJECTIVES

To obtain a challenging and responsible position in an Organization where I can utilize my capability and experience, which would contribute to the growth and success of the Organization

## **EDUCATION**

#### **BACHELOR OF ARTS**

Professional Certification & Academic Education

Sr. Certification / Degree Institution / University Specialization / Major Passing Year

- (1) B.A Abdul wali khan university mardan in ARTS 2016
- (2) F.A BISE MARDAN Islamic history, Economics and civics 2011
- (3) MATRIC BISE MARDAN Islamic Studies, Electricity 2009

#### WORK EXPERIENCE

Ghazali School Computer Operator 01-04-2009 01 Year

Daily Routine works during working in Ghazali School

- Daily emailed to all student parents and staff.
- Aware each individual on daily basis about the current functions and Meetings.
- Update daily routine homework's of student, absents and present in software.
- Composing and printing of school advertisement and papers

MCB Bank Limited Universal Service Officer (USO) Date of joining 23-01-2018 Till 05-04-2024

DIFFERENT ACTIVITIES PERFORM DURING JOB IN MCB BANK LIMITED.

Daily NTB customers account Openings.

- Daily handling of petty cash, remittances and clearing cheque.
- Dealing with different Customers on routine basis regarding different bank products. Like Car Loan & Home financing, account opening, statement, credit card or debit card, remittances and insurance.
- Solve different customer problems related to accounts, cheque books and foreign remittances
- Monthly review KYC of all business customers, pensioners and individual accounts
- On month end update salary of different departments in system i.e. government employees, semi government, public or private companies.

Fahad Abdulla Grocery as Accountant joining 10-04-2024

#### Work and responsibility

i am responsible for managing the financial records and transactions of a grocery and keep track of sales, purchases, and expenses, and ensure that all financial data is accurate and up-to-date and Also handle payroll, prepare financial reports, and assist with budgeting and forecasting. Supports Finance & Accounting by providing accurate financial information and helping to ensure that the Grocery's financial operations run smoothly

#### **DECLARATION:**

I hereby declare that the information furnished above is correct to the best of my knowledge and belief.