



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

CONTACT

+971502282067

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LOCATION

Abu Baker Al Siddique Road, Abu Hail,
Deira, Dubai, United Arab Emirates

LANGUAGE

English
Urdu
Hindi
Pushto

PERSONAL DETAILS

Father Name : Sahibzada Iltaf Hussain

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 Social 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

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

Note : Degree attested by relevant UAE authorities, validating its authenticity

WORK EXPERIENCE

Ghazali School

Computer Operator

1 April 2009 – 31 March 2010

Operated and maintained computer systems, ensuring efficient functionality for administrative and educational tasks.

Assisted in data entry, document preparation, and the management of digital records.

Supported staff and students with technical issues, enhancing their productivity and learning experience.

Managed inventory of computer hardware and software, coordinating maintenance and updates as necessary.

Contributed to the development of training materials for staff and students to improve their computer skills.

MCB Bank Limited

Universal Service Officer (USO)

23 January 2018 – 05 April 2024

→ During this period Certifications & Training

- **Teller Services Officer (CTSO Batch-6) Certification**

MCB Bank, Learning & Development Center, Islamabad – 19-22 March 2018

Completed a specialized training program for Teller Services Officers, focusing on cash handling, customer service, and transaction processing. Developed skills in managing cash drawers, resolving customer inquiries, and adhering to banking policies and regulatory standards. Trained in maintaining accuracy and efficiency in daily teller operations.

• **Effective Cash Management Certification**

MCB Bank – 10 January 2020

Completed a comprehensive training program focused on optimizing cash flow management, handling daily cash transactions, and ensuring accuracy in balancing and reconciliation. Gained expertise in best practices for managing cash reserves, monitoring cash positions, and improving overall efficiency in cash operations.

• **Teller Service Officer Certification**

MCB Bank, C.O. Peshawar – 11 February 2020 to 14 February 2020

Successfully completed a certification program focused on providing high-quality teller services. Gained expertise in handling cash transactions, managing customer inquiries, balancing cash drawers. and ensuring compliance with banking regulations and

• **Home Remittance – Service Delivery Certification**

MCB Bank, E-learning Program – June 2022

Completed an online certification focused on the principles and practices of home remittance services. Acquired skills in managing international remittance transactions, ensuring compliance with regulatory standards, and enhancing customer satisfaction. Developed proficiency in utilizing digital platforms for secure and efficient service delivery, contributing to improved operational efficiency.

SERVICE CERTIFICATE Date 05-Apr-2024

DIFFERENT ACTIVITIES PERFORM DURING JOB IN MCB BANK LIMITED

ATM replenishment, ATM Balancing

Daily NTB customers account Openings, ,dormant activation

• 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 payment of different exchange

• 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.

• Collecting deposits on regular basis from our core Customers, utility bills like Pasco,PTCL.

• **Fahad Abdulla Grocery as Accountant**

Joining of join 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.