



Nayyar Abbas Kashi

CONTACT

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SKILLS

- Computer Proficiency (Excel, Word, Power Point), SPSS, AMOS, Smart PLS & ENDNOTEX20

LANGUAGES

English

Advanced

Arabic

Upper intermediate

Urdu

Native

PERSONAL DETAILS

Nationality: Pakistani

PROFESSIONAL SUMMARY

Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results.

WORK HISTORY

Store Incharge

03/2024 - Current

NBHH - ABU DHABI

- Resolved complaints to achieve full customer satisfaction.
- Led daily operations to maintain smooth store running.
- Facilitated smooth store operations, performing daily opening and closing functions.
- Kept updated inventories for reliable stock management.

Junior Accountant

08/2023 - 01/2024

7 Star Engineering & Kinetics Ltd

- Prepared monthly bank reconciliations and compiled reports for financial reviews.
- Updated journal entries and accounts on accrual basis with Xero software.
- Analysed monthly balance sheet accounts for corporate reporting.
- Generated invoices based on established accounts receivable schedules and terms.

Customer Representative

06/2022 - 08/2022

Bank Alfalah Limited (BAL)

- Resolved customer issues effectively, using strong interpersonal skills and conflict resolution techniques.
- Maintained excellent working relations with numerous external clients, providing timely quotes and shipping information.
- Managed high-volume customer queries simultaneously through effective multitasking.

EDUCATION

Bachelor of Business Administration: Finance, 10/2019 - 08/2023

University of Punjab - Pakistan

- Graduate with 87% Marks

FSc Pre-Engineering, 09/2015 - 09/2017

Gabriel College for Boys - Mandi Bhauddin, Pakistan

Marks: 74%

HOBBIES AND INTEREST

- Cricket
- Travelling