

# IZHAR ALI

## PROFESSIONAL SUMMARY

Dynamic and Passionate Professional Eager to Contribute as a Customer Service Officer, Teller, Accountant, or Finance Officer. With a Proven Track Record of Excellence, I am Excited to Bring My Skills and Dedication to Your Esteemed Team.

## WORK HISTORY

### CUSTOMER SERVICE OFFICER

01/2022 to 01/2023

U Micro Finance Bank Ltd

- Boosted customer satisfaction
- Process account opening and loaning cases
- Increased customer retention
- Managed 100+ customer interactions daily
- Back up of Teller and Operation Manager

### COUNTER SERVICE OFFICER /TELLER

01/2018 to 01/2022

APNA Micro Finance Bank Ltd

- Processed 100+ transactions daily with 99.9% accuracy
- Implemented a new cash handling procedure, reducing errors
- Managed ATM operations, ensuring 100% uptime
- Prepare Pay Order for customer
- Handled cash on daily basis of different denominations

### ACCOUNTANT

01/2015 to 01/2018

Indus Tobacco Company

- Boosted revenue through strategic tax planning
- Slashed expenses with meticulous cost analysis
- Enhanced financial reporting
- Prepare monthly reconciliation

### ADMIN & FINANCE OFFICER

01/2013 to 01/2015

Jinnah Welfare Society

- Prepare all types of vouchers
- Maintain weekly and monthly reconciliation
- Dealing with bank on the behalf organization
- Prepare monthly attendance sheet
- Maintain books of accounts petty cash
- Maintain all reports at end of month

### Bachelor of Commerce

01/2011

University of Peshawar

### Diploma in Information Technology

01/2012

Board of Technical Education Peshawar

## CONTACT

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Mafraq City Abu Dhabi

## LANGUAGES

English  
Urdu  
Hindi  
Pushto  
Punjabi

Attested degree from Pak and UAE Mofa

Hold valid UAE driving license

## EDUCATION