JAWAD

E-mail: jawaad.342357@2freemail.com

**PROFILE SUM ARY**

**M**

A dynamic and motivated Professional passionate to excel as part of a challenging work atmosphere where I will be able to utilize my accounting, cash handling and administrative skills to the utmost for the development of the Organization and my career, exceptionally gifted computer skills with huge background in hardware ,software and Microsoft office tools.

**STRENGTHS**

• Sufficient clerical, bookkeeping, and administrative cash handling experience

• Ability to maintain a balance of large bulk of currency constantly

• Ability to maintain confidential information, thereby safeguarding the bank’s integrity

• Positive attitude towards people, enthusiastic and focused towards business and service delivery.

• Self-motivated and perform well under pressure and competitive environment.

• Strong knowledge of all current cash management services

• Amazing ability to engage new clients and manage current clients.

• Great team player, friendly and enthusiastic with exceptional customer service skills.

• Solid ability to use the computer with strong administrative skills.

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| **QUALIFICATIONS** |  |
| **Certifications** | **Institute** | **Year** |
| Masters in Accounting & Finance | NCB & E | 2016 |
| Bachelors in Commerce | University of Punjab | 2012 |
| Higher Secondary School Certificate | Gujranwala Board, Pakistan | 2010 |
| Secondary School Certificate (SSC) | Gujranwala Board, Pakistan | 2008 |
| **PROFESSIONA EXPERIENCE** |  |  |

**Al-Baraka Islamic Bank**

**Senior Cash Officer**

**Oct 2015 - Current**

**Senior Cash Officer**

**RESPONSIBILITES:**

- Preparing monthly and quarterly reports of all cash transactions

- Overseeing all payments and receivables

- Ensuring all quality control procedures have been applied

- Maintains customer confidence and protects bank operations by keeping information confidential

- Provides account services to customers by receiving deposits and loan payments; cashing checks

- Supply information that will enable the bank to know the products and services which are successful

And those which should be discontinued

- Provide support for the bank in facilitating the training of newly hired cashiers.

- Establish an exciting and welcoming affair for prospective clients on entering the bank

- Supervise debit, credit or cash transactions, as well as other forms of payments within the bank

**Tameer Microfinance Bank**

**Cash Officer**

**RESPONSIBILITES:**

**Sep 2014 – Sep 2015**

**-** Collected cash on a daily basis from clients and provided them with other required banking services

- Ensured that the daily cash balances matched with what we recorded on the system

- Managed cash register

- Implemented interactive customer service procedures

- Enter transactions into accounts receivable system, cash register or cash receipt journal/log

- Count the cash and submit the cash & supporting documentation to the cash collection point.

- Retrieve and count the cash receipts from the business day.

**Sultan Flour & General Mills**

**Accountant**

**Jan 2013 – May 2014**

**RESPONSIBILITES:**

- Prepare trading profit & loss account.

- Prepare income statement & balance sheet.

- Reconciles financial discrepancies by collecting and analyzing account information.

- Secures financial information by completing data base backups.

- Prepared monthly and quarterly reports of all account transactions.

**United Bank Limited (Pakistan) Internee**

**2012**

**RESPONSIBILITIES:**

- Assist with month-end financial reports

- Post journal entries

- Help with accounts receivable, payable and bank statement reconciliation

- Assist with audits, Balance sheet reconciliation

- Manage the monthly tracking of our physical inventory

- Account Opening

- Customer Service

- Check Voucher of last day.

**IT PROFICIEN Y & OTHER**

**C**

• Microsoft Office especially MS Word, MS PowerPoint, MS Excel & MS Outlook.

**INTERESTS**

• Travel, Exploring, Badminton.

• Watching Movies

• Reading books

**PERSONAL DE AILS**

**T**

D.O.B August 12, 1990

Languages English, Urdu, Hindi (Arabic reading and writing knowledge)