

**HASEEB**

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**Summary**

Com graduate with more than 15 years experience in Banking Operations and currently

worked as Operation Assistant/Accountant at Brothers Gas Company in UAE. Seeking a

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Banking Teller with more than 20 years experience in operations and currently worked as a Assistant Accountant seeking a challenging position where I will be able to put my skills, knowledge and experience.

**Experience**

* **National Bank of Pakistan 1996 -2011**
* *Teller and Officer in Cash Dep*

National Bank of Pakistan is a leading Bank in Pakistan. I was started my career with NBP as a Bank Teller and after that I was the Incharge of Cash department.

* **Responsibilities as a Teller and In Charge**
* Cash, down payment and cash cheque receipt and billing.
* Collection and of post Dated Cheques.
* Posting of current cheques.
* Daily control of Cash and Cheque.
* Maintain vault and vault Register.
* **Brothers Gas Company (UAE) 2012 -2013**
* *Operation Assistant/ Store Keeper Dubai Warehouse*

*Brothers Gas Company to serve the LPG and Natural Gas in UAE. It*

*serves in Residential areas, in Hotels and Restaurants.*

* **Responsibilities**
* Head of Dubai Warehouse.
* Maintain the records of the cylinders and other Accessories of the Warehouse.
* Handling all local deliveries and dealing with Staff manage a team of salesman cum helpers and drivers staff and maintain collaborative relationship with all level of staff.
* Monitor the quality, cost and storage of goods.
* Ensure that the deliveries to the customers are on time and on agree terms.
* Collection from the respective salesman of cash sales and payments.
* **Standard Packages (Pak) 2014 -2017**
* *Assistant Accountant*

*Standard Packages is a big TIN and Paint company. I worked*

*there as a Assistant Accountant.*

* **Responsibilities**
* Ensure timely and accurate processing of payment receives from customers.
* Preparing bills, invoices, statements for payments.
* Collect checks from customers.
* Reconcile bills, checks balances, follow up on discrepancies and maintain customer’s files.
* General Ledger, Book keeping, Petty Cash.
* Review and process expense reports.
* Able to handle all accounting duties as per required.
* **Mehran International Pvt Ltd (Polka) 1995 -1996**
* *Key Punch Operator*

Mehran International the other name is Polka company. It mades Ice Cream and I was the data operator of that company.

* **Responsibilities as a data Operator**
* Enter all invoices into the system of daily sales.
* Make sure that all the entries were correct.

**Academic Qualification**

* F.Sc **:** Passed in 1993 (Pak)
* B.Com **:** Passed in 1995 (Pak)

**Computer Skills**

* Quick Books (POS)
* MS. Word
* Full command on Ms.Excel Professional, Practical experienced.
* Regular MS. Outlook internet and e-mail user.
* Able to work with any main windows operation system, systematically.
* Typing speed approximately 45 (wpm).