**CURRICULUMVITAE**

Sami

C/o-Mobile:+971-50-4973598

Email: Sami.378568@2freemail.com

**CAREERSUMMARY:**

I ama dynamicandsincereprofessionalwithAccountantskills &havingexperience also as Credit analyst, Iamquitefamiliarwiththemajorfinancialapplicationsandsoftwareusedinthecompany.

I am having 6 years of experience I can perform on any task.

**WORKEXPERIENCE**: - ABU DHABI ISLAMIC BANK in Abu Dhabi UAE, Working asanCard Processor

(Credit analyst)In Card Operation (IssuanceDept.) FromMay 2015 to Nov 2017.

JOBRESPONSIBILITIES

* Processofcreditcardfornewcustomersand settingcreditlimitsintermsofservicecreditbackground of customer and on the bases of CRM approval.
* Investigatesandresolvesmisappliedpaymentsandperformsotheraccountadjustmentsasnecessary.
* Process of reversal after investigating of Over limit fee, late payment fee, Cash advance fee, DI charges based on the approval of delegation.
* Process of vouchers and batches for reversal of misapplied charges.
* Processing of credit card replacement after investigation of account level.
* HandlingthebankMap,A/cwhencustomerwantstoclearoutstandingbalance.
* Processingofbalancetransferrequests.
* Processofcreditcardcancellationrequests.

**Promoted in card embossing dept. as a card embosser**

* Installationdataintothecardschipthruorganized softwarebaseduponthe listofcardslimitapprovedbyissuencedepartment.
* Reconciliationofproductionreportwithcardissuancedepartmentreportfortheclarificationofhowmanycardsapprovedfromthecardissuancedepartmentandhowmanycardsareproduce.

# **WORKEXPERIENCE**: -CITYMARTELECTRONICS(YASMARTMALL)Abu Dhabi,UAE.WorkedasanAccountant fromJuly2014toAPRIL2015.

JOBRESPONSIBILITIES

* MaintainingAccountPayables&Receivable.
* PreparingmonthlyStaffpayroll by andmaintaintheiradvancesandloanrecords.
* Preparejournalentriesandcompletegeneralledgeroperations.
* Monthlyclosingsandpreparationofmonthlyfinancialstatements.
* MonthlyReconciliationpayments of BankStatementwithvouchers.
* Receiveandverifyinvoicesandrequisitionforgoods&services.
* ProactivelyinteractwiththeVendorstoensuretimelyupdatingoftheAccountingrecordsrelatingtotheirpayments,deductionsandrecoveries.
* PreparationofChequetoensureallthedepositshasbeendepositedinthebankaccountattheearliest.

**WORKEXPERIENCE: -**RELIANCETELECOMMUNICATION,InINDIAWorkedasacustomerserviceofficerfromFEB2011toDEC2013.

JOBRESPONSIBILITIES

* Handingthewalk-in customersofthebranch
* Handlingtheproductsofreliance(PostPaid,internetConnection,ConvertingthePrepaidtopostpaidConnection)
* Closingthequeriesofthecustomers.
* Maintain the relations with HR Managers of the corporate companies and promoting the products of reliance by setting Kiosk.

**EDUCATIONALQUALIFICATION:**

GraduatedinBachelorofcommerce(B.COM)IN –2013FROMOSMANIAUNIVERSITYINDIA. **(UAEATTESTED)**

**TECHNICALSKILLS:**

COMPUTERKNOWLEDGE :WindowsSoftware, MS-Office

ACCOUNTINGSOFTWARE’S :MSDynamics,TallyERP-9,MSExcellence,andPrimewebonlineSoftware,First Data screen, Intellect.

UAEDriving license holder:LightvehicleValidupto07-02-2026

**ABILITYANDSTRENGTH**

-IamahighlymotivatedindividualisalwayswillingtoputthatextrabitofeffortintoanyassignmentthatIundertake.

-MystrongestassetsIbelieveinmyabilitytoconcentrateforlongperiodoftime,mywillingnesstoconfrontdifficultproblemsandtoperformevenunderpressure.

**PERSONALPROFILE:**

Nationality/city :Hyderabad,India.

Visa status : Employment visa (Credit Analyst)

D.O.B :08-Aug-1991

Hobbies :Interaction with people, and willing to take new task.

Languagesknown :English,Arabic,Urdu, Hindi&Telugu.

Iheretodeclarethatalltheabovefurnishedinformationregardingmeisallcorrectandtruetothebestofmyknowledge.