**Gulfjobseeker.com CV No:** **76842**

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**To contact this candidate use this link**

[**http://www.gulfjobseeker.com/feedback/contactjs.php**](http://www.gulfjobseeker.com/feedback/contactjs.php)

**Objective:**

Seeking a position in Banking/Hospitality/Tourism which will require me to utilize my skills, abilities and experience to ensure the organization’s success.

**Professional Experiences**

* **Working at Dubai Leisure Holidays as Accounts Officer(Present)**

Duties and Responsibility as Accounts Officer

• Monitor and coordinate with outside units with regard to generation of revenue. ¬ Reconcile exchange collection with system (TIIMS). ¬ Prepare ageing analysis every month in coordination with revenue officers in areas & Exchanges. ¬ Reconcile final bill claim with provisional bill claim at the end of the year. ¬ Pass necessary journal entries & prepare cash trial and bank reconciliation statement. ¬ Ensure that necessary books of accounts like cash book, ledger etc. are prepared and compare with exchange bank statement. ¬ Compile & record the revenue statement and reconcile the balance with branch.

* **Worked at United Bank Limited as Branch Operation Manager( June 2012 – Jun 2014)**

Duties and Responsibility as BRANCH OPERATION MANAGER AT United Bank Limited

* to Train and monitor all service staff for everyday maintenance operations for various [assign](http://www.greatsampleresume.com/Job-Responsibilities/Branch-Operations-Manager-Responsibilities.html) branches and recommend improvements to increase efficiency and meet all financial objectives.
* Monitor all development activities and ensure optimal candidates for various branch operations and ensure optimal standard of all services to ensure quality improvements and ensure issuance of all technical quotations.
* **Worked at Allied Bank Limited as Cash Officer. Management Grade-12(Teller) (07-July-10 -29-May-12)**

Duties and Responsibility as Cash Officer at Allied Bank Limited

* My duties as Cash Management Officer were responsible for identifying, analyzing, selling and supporting cash management products and services to established business customers and targeted prospective corporate clients. Works closely with relationship officers in attaining service charge and deposit goals; solidify customer retention efforts by providing a superior level of customer service.

**Academic Qualification (Attested from UAE Embassy)**

* Bachelor of Commerce(B.Com) 2nd Division 2009 (Attested from UAE Embassy)
* HSSC 2nd Division 2005
* Metric Science 2nd Division 2002

**Computer Skills**

* Diploma in Computer
* Typing Speed English 80 Words Per Minute
* Expert in Computer Applications (Outlook. WORD.EXCEL.POWERPOINT ETC)
* Expert in Social Media and using of internet

**Professional Certificates and Awards**.

**Dubai Tour Guide License.**

I am qualified Dubai Tour Guide from Department of Tourism & Commerce Marketing.

**Department of Tourism & Commerce Marketing (Govt.of Dubai)**

(Dubai UAE) 2015

**First Aid Certificate**

UK international Medical Company

(Dubai) 2015

**UAE International Driving License (LTV)**

**RTA Dubai UAE 2015**

**Language:**

* English
* Arabic
* Urdu
* Hindi