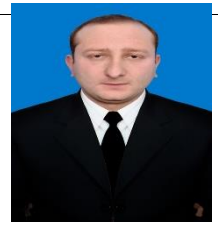


## Abdul Hameed

Mobile: +971509604168  
[kh.hameed11@gmail.com](mailto:kh.hameed11@gmail.com)  
Dubai UAE.



### ACCOUNTANT

*5+ years of impeccable experience in the areas of Finance & Accounts (AP, AR, GL, BRS, Depreciation Calculation, file), all aspects of accounting to steer the organization to enhanced growth and profitability.*

x

### ***Professional Experience***

#### **XACT Auditing of Accounts Dubai UAE**

Worked as an Accountant from 15 Aug 2022 to 25 Jan 2023.

**Bank Teller Grade-1 Habib Bank Limited, Pakistan**

**Feb 2020 to July 2022**

#### **Responsibilities:**

- Assisted client relationship managers at bank branch with customer account research and maintenance.
- Assisted clients with various questions and concerns related to their accounts and bank products.
- Helped customers open and close checking accounts, credit cards, savings accounts, personal loans, and mortgages.
- Conducted each client transaction efficiently, accurately, and effectively.
- Processed withdrawals, deposits, transfers, loan payments, and cashier's checks for 50+ people every day.
- Processed a wide variety of retail banking transactions for personal and commercial customer.
- Preparing and reconciling Monthly Cash Reports.
- Post and Process journal entries, online transfers and payments to ensure all business transactions which are recorded.
- Prepare journal entries for prepaid expenses.
- Booking cheque received in the system and depositing cheques in bank on the due date.
- Processing payments for purchase orders.
- Ensuring distribution of payments to vendors as per policies set and according to prescribed terms and conditions.
- Handling daily transactions of petty cash along with daily and monthly reconciliation
- Making petty cash vouchers in the system.
- Keeping systematic and proper record of petty cash day to day.
- Coordinating with head office accounts for daily cash transactions.
- Making payments of cash purchases.
- Handled daily, monthly, annual accounts, and maintained systematic and proper record for further analysis
- Handling daily transactions of petty cash along with daily and monthly reconciliation.

### **Assistant Accountant:**

**Accounts Executive: July 2017 to June 2018.**

#### **Prime Minister's Youth Training Scheme, Pakistan**

- Collaborate with Financial Managers and other team members to successfully execute various accounting tasks.
- Coordinate and manage payment and billing details of external service providers, contractors and vendors.
- Verify payments and deposits made through the company account and coordinate with the bank.
- Assisted departments in the account reconciliation process on a monthly basis.
- Provided excellent customer service by answering or referring financial questions to correct supervisory staff.

### **Accounting Intern:**

#### **United Bank Limited, Pakistan 04/2017 - 05/2017**

Worked as an Intern in consumer Operation Department.

### **Education:**

#### **Master of Commerce (3.97 CGPA)**

- Federal Urdu University of Arts, Sciences & Technology, Islamabad, Pakistan (03/2017)

#### **Bachelor of Commerce (3.14 CGPA)**

University of Azad Jammu and Kashmir Muzaffarabad, Pakistan (12/2014)

<https://www.fuuastisb.edu.pk/>

### **Computer Proficiency**

- MS Office.
- Zoho Books
- QuickBooks
- Tally
- Misys International

### **Personal Details**

- Date of Birth : 05 Jan 1996.
- Marital Status : Married
- Nationality : Pakistani
- Passport # : DL6273782
- Visa Status : Visit Visa(Valid till 31<sup>st</sup> March 2023)
- Languages Known : English, Kashmiri, Urdu and Hindi.
- Reference : Produce on demand